

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. Adoption of Textbooks

The Board of Trustees has the responsibility to approve and supply, subject to State regulations and guidelines, all textbooks used as part of the educational program of this district. As defined by the State Board of Education, a textbook is a volume intended for use by pupils and meeting in style, organization and content the basic requirements of the course for which it is intended. The Board shall approve all textbooks prior to use in the schools of this district.

A. Duration of Textbook Adoption

New textbooks will not be considered for adoption until the currently adopted book has been used for a minimum of three (3) years. The frequency of the district cycle will match that of the state textbook cycle.

B. Number of Textbook Titles per Course

There will be no more than one textbook per course recommended to the Board of Trustees for adoption, except for English course textbooks. For English courses, one literature textbook and one grammar-based textbook may be adopted for each course. This procedure is to provide a consistent reference in teaching Board-approved course objectives and for reducing costs which occur when books need to be transferred within the district.

C. Textbook Review and Recommendation Process

In an effort to recommend the most appropriate text, a high degree of involvement must take place. This includes input from teachers of the specific course and department chairpersons, with oversight provided by the Assistant Superintendent-Educational Services.

II. Complaints Concerning Instructional Materials

The Board encourages teachers to use supplementary materials which are relevant to curriculum objectives and appropriate for students' ages and abilities. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

The Governing Board believes that instructional materials should be selected and evaluated with great care so that they will effectively support the adopted courses of study and meet current curricular goals. The review of instructional materials shall be coordinated with the overall development and evaluation of the district's curriculum. Taken as a whole, district instructional materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, and enhance the use of multiple teaching strategies and technologies.

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When selecting supplementary materials for classroom use, teachers should carefully review them and provide appropriate introductory and follow-up activities. Supplementary materials should not supplant the use of basic texts or teaching activities.

The Governing Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other district residents. The Superintendent or designee shall establish procedures which will permit proper consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

Legal Reference:

EDUCATION CODE

1720-1723	Preparation of courses of study
18111	Exclusion of books by governing board
35272	Education and athletic materials
44805	Enforcement of course of studies; use of textbooks, rules and regulations
44806	Duty re instruction in morals, manners and citizenship
51501	Subject matter reflecting on race, color, etc.
51510	Prohibited study or supplemental materials
51511	Religious matters properly included
51550	Sex education materials
60010-60028	Definitions
60040-60047	Instructional requirements and materials
60070-60076	Prohibited acts (re instructional materials)
60110-60111	Instructional materials on drug education
60200-60206	Elementary school materials
60260-60264	Local ordering procedures
60400-60414	High school textbooks

ADOPTED: 10/26/77

REVISION/REDESIGNATION: 2/28/96 (BP 105 - Adoption of Textbooks)

REVISED: 4/8/09

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I. Textbook Adoption Calendar

In order to ensure an orderly process and to be certain that all affected teachers have had an opportunity for input, the following timeline and procedure will be followed:

- A. Fall The Assistant Superintendent-Educational Services and other Educational Services personnel will assist department chairpersons, as requested, in inviting publishers to the district to present new textbooks matching adoption needs. Subject-area department chairpersons will indicate to the Assistant Superintendent-Educational Services the specific textbooks for pilot teaching.
- B. Winter Under the direction of the Assistant Superintendent or designee, teachers will continue to pilot teach new texts and participate in the evaluation process.
- C. Spring Under the direction of the Assistant Superintendent or designee, department chairpersons and piloting teachers will meet to collaboratively select the preferred textbook.
- D. by May 1 Department chairpersons will complete, approve and submit the New Textbook Proposal form to the Assistant Superintendent-Educational Services.

Recommendations must include:

- 1. The evaluation form fully completed
 - 2. Proper signatures from department chairpersons.
 - 3. A copy of the book that is being recommended.
- E. June Recommendations for adoption will be presented to the Governing Board for their consideration of approval.

II. Complaints Regarding Instructional Materials

If a parent, student or community person objects to a book or other instructional material, the following procedures are to be followed:

- A. The principal, teacher and/or department chairperson will meet with the person who is concerned or lodging a complaint and has completed the appropriate form.
- B. The instructional material is reviewed for style, organization and content as related to course objectives.
- C. If the person still objects to the instructional material, the student may be given the choice of an alternative book or material, or, if that is not possible, other approved instructional materials may be provided.
- D. If the person is not satisfied with the decision at the school level, the Assistant Superintendent-Educational Services and/or the Superintendent may be contacted.