

SELECTION AND ADOPTION OF TEXTBOOKS

The Assistant Superintendent for Instruction and Directors of Instruction are responsible for supervising the textbook selection/recommendation process, in collaboration with members of the professional staff and building principals. Recommendations for the approval and adoption of textbooks will be submitted to the Board of Education for review and action at regularly scheduled Board meetings.

A. Definition

For the purposes of this regulation, a “textbook” is defined as:

Any textbook or core text that is read by an entire grade level section or course. It also may be a required text that all students read, or at the secondary level, a text used as a component of the curriculum to support Literature Circles or other small group reading work.

B. Reasons for Textbook Recommendations

1. To ensure currency in the curriculum and strong support for course goals and objectives
2. To assist teachers in reaching the highest levels of student achievement
3. To provide for differences in ability levels within the student population
4. To encourage educational innovation and to improve program continuity between grades, across content areas and instructional levels
5. To provide enrichment through a variety of text sources and materials, both fiction and non-fiction
6. To support culturally responsive curriculum

C. Recommendation Process

Any professional staff member may initiate a recommendation that a new textbook* (or a textbook change) be approved. With a committee of colleagues, the member will complete the District’s Textbook Recommendation Form (Form 8330F), providing information about the proposed textbook, reasons for recommending its adoption, and a list of other texts considered, along with comments on their strengths and weaknesses. The committee will submit the completed form (along with a copy of the proposed text and other materials listed on the form) first to the Director of Instruction and then if initially approved by the Director, to the building principal.

The principal will review the proposal and either 1) return it to the committee with a request for further discussion, or 2) approve it and forward it to the Assistant Superintendent for Instruction. Where more than one building principal is involved, all must approve the proposal.

The Assistant Superintendent for Instruction will review the recommendation and either raise further questions with the principal and/or director or recommend it for Board of Education approval through the Superintendent.

Any recommendation for textbook adoption that reaches the final approval stage of Board of Education action must have the broad, systematic endorsement of the professional staff as provided through this process, including a presentation to the District Curriculum Council. In the event that a proposed text contains controversial material, the professional staff endorsing its approval (including the principal(s) and the Directors of Instruction) will be prepared to articulate a clear rationale for its educational value and appropriateness.

* 7-12 staff should refer first to the BOE Approved Book list, Books Approved for whole class/Literature Circle use.

The Assistant Superintendent for Instruction or Directors of Instruction will present the recommendation to the Board through the Superintendent. Pursuant to Policy 8330, the proposed text will be made available for review by Board members, and the process for adoption will include at least two business meetings.

To facilitate budget planning, all requests for textbook approval and purchase must be received by the Assistant Superintendent for Instruction by March 1. Upon approval by the Board of Education, the Directors of Instruction will work collaboratively, to facilitate the purchase of the text(s).

D. Field Testing – Piloting

Changes in major basal series such as reading or mathematics will be preceded by piloting or other types of field testing.

Piloting of all textbook requests is not required. Department members, department leaders, appropriate building administrators and the Directors of Instruction will confer to determine if piloting or field testing of other texts is desirable for textbook changes other than major basal series.

E. Review of Approved Textbooks

Parents, guardians, or other district residents concerned with the inclusion of a textbook in the curriculum should first discuss their concerns with the building principal and, at the principal's discretion, with department leaders and/or other professional staff. In collaboration with appropriate professional staff, the principal will review the concerns and weigh them against the rationale for including the textbook. Upon completion of this review, the principal will provide a written report to the complainant with a copy to the Directors of Instruction. (Note: only the Board of Education can officially remove a textbook from the approved list.)

If the complainant is not satisfied with the principal's response, they may file an appeal by completing Form 8330F.1 (*Citizen's Request for Review of an Approved Textbook*), and submitting it to the Directors of Instruction. The Directors of Instruction, involving appropriate professional staff, will review all relevant issues related to the textbook with the District Curriculum Council. These issues will include the rationale for including the text in the curriculum, consideration of its appropriateness for its intended audience, and the concerns of the complainant. The District Curriculum Council will review the text and all related issues, and will submit a recommendation to the Superintendent. The Superintendent will render a decision and communicate it, along with the reasons supporting it, in writing to the complainant.

If the complainant is not satisfied with the Superintendent's decision, they may present the concerns to the Board of Education. The Board will consider all sides of the issue prior to taking final action.

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