

INSTRUCTIONAL RESOURCES:

TEXTBOOK AND INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION EFAA (REGULATION)

PROCEDURES

The process of selecting textbooks and instructional materials shall conform to the statutes of the State of Texas and to the regulations of the State Board of Educations.

RECOMMENDING MEMBERS OF THE SUPERINTENDENT’S TEXTBOOK AND INSTRUCTIONAL MATERIALS ADVISORY COMMITTEE

The Associate Superintendent for Teaching and Learning shall propose to the Superintendent a list of names to be nominated for membership on the Superintendent’s Textbook and Instructional Materials Advisory Committee. The Associate Superintendent for Teaching and Learning shall consult appropriate members of the Division of Teaching and Learning to identify nominees. The Superintendent’s Textbook and Instructional Materials Advisory Committee shall consist of no more than fifteen professional school personnel, the majority of whom are classroom teachers in the subjects for which textbooks are being selected. The committee may include members of the Division of Teaching and Learning.

Executive Directors, Directors, and Coordinators in the Division of Teaching and Learning will participate in the textbook and instructional materials selection process as applicable to the subject matter. The Instructional Materials Coordinator and Content Coordinators for the appropriate areas will be charged with organizing Working Textbook and Instructional Materials Committees, coordinating publishers’ presentations, recommending names of staff members to serve on the Superintendent’s Textbook and Instructional Materials Advisory Committee, conducting committee meetings to review textbooks and instructional materials, and preparing reports and recommendations to be presented to the Superintendent and the Superintendent’s Textbook and Instructional Materials Advisory Committee.

The Superintendent of Schools shall report the appointment of the Superintendent’s Textbook and Instructional Materials Advisory Committee to the Board of Trustees in November of the school year during which textbooks and instructional materials are being selected.

ORGANIZING THE TEXTBOOK AND INSTRUCTIONAL MATERIALS COMMITTEE

The Superintendent of Schools or his designee shall serve as chair of the Superintendent’s Textbook and Instructional Materials Advisory Committee. The Instructional Materials Coordinator shall coordinator of the district’s textbook and instructional materials selection process. The Executive Director of Teaching and Learning shall serve as consultant of the district’s textbook and instructional materials selection process.

The Superintendent or his designee shall charge Executive Directors, Directors, and Coordinators of Teaching and Learning to call meetings of the Working Textbook and Instructional Materials Committees for the following purposes:

1. To study the courses and curricula for which textbooks and instructional materials are to be selected.
2. To develop criteria for the selection of textbooks and instructional materials.
3. To organize and direct the process of reviewing textbooks and instructional materials.
4. To obtain teachers' reactions to sample textbooks and instructional materials which have been submitted for review.

DISTRIBUTING SAMPLES OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Publishers are responsible for all aspects of the shipment and retrieval of sample materials and bear all costs of the sampling process. Samples of the textbooks and instructional materials to be studied for selection shall be distributed to Working Textbook and Instructional Materials Committee members. Complete samples of textbooks and instructional materials shall be provided by publishers for teachers to study and to review. Working Textbook and Instructional Materials Committee members will solicit and consider reviews prepared by teachers who study the sample textbooks and instructional materials.

Textbooks and instructional materials utilized by the district shall be made available for review by any Midland citizen who wishes to examine them.

RELATIONS WITH REPRESENTATIVES OF PUBLISHERS

The Instructional Materials Coordinator and Content Coordinators for the appropriate areas shall be responsible for arranging with the publishers of textbooks and instructional materials for representatives of the companies to present their textbooks and instructional materials to the Working Textbook and Instructional Materials Committee members. In making such arrangements, the following policies shall be observed:

1. Working Textbook and Instructional Materials Committee members and Superintendents' Advisory Textbook and Instructional Materials Committee members will be released from other duties, if necessary.
2. Presentations of textbooks and instructional materials used by a relatively small number of pupils and teachers, such as shorthand or agriculture, shall not be presented to the total Textbook and Instructional Materials Committee unless the members of that committee request such presentation.
3. Representatives of the textbook publishers, with textbooks and instructional materials on the multiple list, shall contact Working Textbook and Instructional Materials Committees members only during the presentations that are arranged by the Instructional Materials Coordinator and Content Coordinators for the appropriate areas who are in charge of Working Textbook and Instructional Materials Committees. This requirement will only be in force during the textbook and instructional materials selection process.

SELECTING TEXTBOOKS AND INSTRUCTIONAL MATERIALS BY THE TEXTBOOK AND INSTRUCTIONAL MATERIALS COMMITTEE

At least one week prior to the last meeting of the Board of Trustees in March, the Superintendent's Textbook and Instructional Materials Advisory Committee shall meet to select the textbooks and instructional materials from the multiple lists to be recommended for selection by the Board of Trustees. The following procedures shall be observed in this meeting:

1. The meeting will be attended by the Executive Director of Teaching and Learning, the appropriate Directors of Teaching and Learning, and the appropriate coordinators of Teaching and Learning.
2. The subjects for which textbooks and instructional materials are to be selected will be considered separately in alphabetical order.
3. The proposed textbooks and instructional materials for each subject are to be voted on in alphabetical order of the names of the publishers.
4. Each member of the Superintendent's Textbook and Instructional Materials Advisory Committee, including the chair, shall have one vote for each textbook or instructional material, each time it is considered.
5. All votes shall be recorded. The records shall be maintained as part of the official records of the district until the contract periods of the textbooks and instructional materials expire.
6. Any textbook and instructional material must receive the majority vote of the Textbook and Instructional Materials Committee before it can be recommended to the Superintendent and Board of Trustees. If, after the third ballot on the textbooks for a subject or course, no textbook or instructional material receives a majority vote, then only the two textbooks or instructional materials receiving the greatest number of votes on the third ballot shall be considered in subsequent ballots.
7. In subjects such as English, mathematics, and reading, in which publishers submit a series of books or instructional materials for several grades, the Textbook and Instructional Committee shall select a complete series from one publisher unless there are compelling reasons for not doing so. A tie vote of the committee shall not be considered a compelling reason for "splitting" a series.

Any course materials relating to human sexuality, sexually transmitted diseases, human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) shall be selected by the Board with the advice of the local school health education advisory council.

RECOMMENDING TEXTBOOKS AND INSTRUCTIONAL MATERIALS TO THE BOARD OF TRUSTEES

The Superintendent of Schools shall submit the recommendations of the Superintendent's Textbook and Instructional Materials Advisory Committee to the Board of Trustees at a regular meeting of the Board in time to prepare the report of the textbook and instructional materials selection prior to April 30. The members of the Superintendent's Textbook and Instructional Materials Advisory Committee and the appropriate members of the Division of Teaching and Learning will be invited to attend this meeting.

If the Board of Trustees does not accept a textbook or instructional materials that are recommended by the Textbook and Instructional Materials Committee, that committee shall reconvene within one week and select another textbook or instructional material from the multiple lists to be recommended to the Board of Trustees.

This procedure shall be followed until the Board of Trustees adopts a textbook or instructional materials from the multiple lists. If, in the opinion of the Board of Trustees, none of the textbooks or instructional

material on the multiple list is adequate, it is recommended that one book or set of instructional materials on the list be adopted, and that the Board of Trustees authorize the purchase of another textbook or instructional material to supplement the textbook or instructional materials adopted from the multiple list.

The Executive Director of Teaching and Learning shall prepare the report of the local textbook and instructional materials selection prior to April 30 of each year in accordance with the statutes and the regulations of the Texas Education Agency.

Approved – November 2023