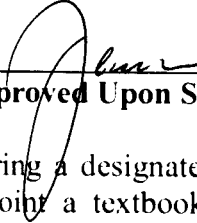


## Superintendent's Regulation

### Textbook Selection and Adoption Regulation 4511-R

  
Approved Upon Superintendent's Initials

8/17/09  
Date

During a designated textbook adoption cycle year, the respective subject director shall appoint a textbook selection committee. The committee members will include the appropriate subject and grade level teachers, a parent representative, a community representative, a student representative, building-based administrators, and a representative from the special areas of Bilingual, Special Education, and ESOL. The committee will review proposals and formal presentations from an assortment of textbook companies and request one set of all program components.

The committee will review the textbooks using a rubric provided by the Deputy Superintendent of Teaching and Learning, keeping within the time schedule developed for the timely completion of the adoption (from recommendation, adoption, purchase and dissemination to students). If feasible, proposed materials will be piloted in selected classrooms. At the expiration of the review period, the committee shall prepare a final list of suggested textbook(s) for adoption.

The Deputy Superintendent of Teaching and Learning in conjunction with the respective Subject Area Director shall recommend formal adoption to the Board. A copy of each recommended new title and associated materials shall be placed in a designated area for examination by parents, members of the Board of Education, subject area directors, and other interested parties. A formal presentation regarding the recommended textbook will be made to the appropriate Board Committee, with a request for the approval of the entire Board. Following Board approval, the textbook shall be purchased and distributed to the selected schools.

Titles classified as supplemental and/or intensive need not have Board approval. However, they must have the approval of each Subject Area Director and the Deputy Superintendent of Teaching and Learning.

Issued August 20, 1998; **AMENDED AUGUST 10, 2009**