

Textbook selection and adoption shall be based on the primary learning needs of students at a grade level, in curriculum area or in a specific course. The major purpose of providing a new textbook or changing a previous one is to insure that students have the most contemporary and comprehensive information and the most relevant pedagogy that represents best practice in a given subject. A textbook may be in the form of a hard copy or as a digital version. A textbook is defined as:

- 1) A primary instructional material which provides 50% or more of the information upon which the program of instruction is based;
- 2) A text which is used for the duration of the course or school year;
- 3) A text from which the majority of assignments are delivered and;
- 4) A text which is used by all students in a class, course or learning group within a class.

All textbooks shall be approved by a two-thirds vote of all of the members of the Board.

Selection of a Textbook

A new textbook shall be authorized only under the following procedures:

1. The Superintendent or his/her designee shall appoint an ad-hoc committee for Textbook Evaluation and Recommendation each time a new or replacement textbook is required. Such committee shall consist of the Department Chairperson, or Curriculum Leader of the subject area, a reading teacher, teachers from the grade, subject or core area, a library media specialist and a building administrator.
2. The committee shall evaluate textbooks on the basis of:
 - Overall purpose
 - Timelines or permanence
 - Importance of the subject matter
 - Quality of the writing and the material
 - Readability and popular appeal
 - Reputation of the publisher/producer
 - Format (digital preferred)
 - Price
3. The committee shall secure a minimum of three (3) textbooks and their related materials for consideration.

4. The committee shall meet on a regular basis, as necessary, to evaluate each textbook using the Evaluation of Proposed Textbook Form (Form#2)
5. The committee shall determine which textbook best meets the criteria in the Evaluation of Proposed Textbook Form and submit the results of their decision on the Textbook Adoption Form (Form#1) with all of the supporting Form #2 data for that text to the Assistant Superintendent.
6. The committee, in collaboration with the Assistant Superintendent, shall present its work and recommendation to the Curriculum and Program Evaluation (CAPE) subcommittee of the Board of Education for its review.
7. The CAPE subcommittee shall review all of the documentation and determine if the recommended textbook should be brought to the full Board of Education.
8. If CAPE does not support the committee's recommendation, the committee shall reconvene and repeat the evaluation and recommendation process with other textbooks.
9. If CAPE supports the committee's recommendation, CAPE shall recommend to the Superintendent that he/she submit the recommendation via Form #1 to the full Board for adoption.
10. Notice of the intended adoption shall be given to the Board by the Superintendent at a meeting of the Board at least one week prior to the adoption vote.
11. The committee shall present the recommended textbook to the Board of Education.
12. The textbook must be approved by a two-thirds vote of all members of the Board.

Each department and/or committee wishing to select a new textbook must have previously budgeted the cost.

Library/media specialists with input from their building administrators, department chairpersons, curriculum leaders and teachers shall be responsible for selecting and coordinating all materials for the Library/Media Center.