

P6020 TEXTBOOK ADOPTION PROCEDURES

BOARD POLICY:

Learning Services is responsible for establishing procedures for textbook adoptions.

Administrative Implemental Procedures:

1. Learning Services will maintain a master calendar of textbook adoptions.
2. In general, an adopted textbook for Unified School District 259 will be for at least a seven year period, except where the administration has designated a major curriculum study or a textbook has proved to be unsatisfactory.
 - a. Whenever a new edition of an adopted textbook is available for purchase, it shall be the responsibility of Learning Services to initiate a study of the new book and compare it with the original adoption.
 - b. If insignificant change is found and if the acquisition of the new edition would not disrupt the classroom processes in the use of the books, the new edition should be purchased, as replacements are needed.
 - c. If an adopted textbook proves to be unsatisfactory, Learning Services may appoint an evaluation committee. The committee will submit a written recommendation to the Superintendent either to (1) continue with the present adoption or (2) initiate adoption proceedings as determined by the Board policy.
3. The Board of Education will approve all textbook adoptions prior to the year the books will be utilized in the classroom.
4. If additional information is requested by the Board of Education, it will be provided by Learning Services.
5. The subject area adoption approved by the Board of Education shall be used for program instruction.
6. Procedures for criteria development and guidelines for textbook adoption committees are available from Learning Services.

Administrative Responsibility: Learning Services

Latest Revision Date: September 2006

Previous Revision Date: March 1999 P6020

Updated administratively for alignment purposes: December 2013