

TEXTBOOK SELECTION AND ADOPTION

The Board of Education recognizes that textbooks, workbooks, related printed materials, library books and audio-visual materials are necessary to enable students to achieve the goals and objectives of the instructional program.

Selection of materials is delegated to the Superintendent of Schools. It is the Board's intent that the faculty will participate in the selection of materials.

The Superintendent will develop regulations to implement this policy and establish procedures to insure adequate review procedures. Selection of textbooks will be consistent with the curriculum review cycle noted in Policy 4200 of this manual.

Additionally, curriculum complaints regarding instructional materials, including those discussed in this policy, shall adhere to the appropriate regulations and procedures described in Policy 1420 and Policy 4510 of this manual.

Cross-Reference: 1420, Complaints About Curricular or Instructional Materials
 4200, Curriculum Development
 4510, Instructional Materials

Reference: Education Law §701 et seq.; 1709(3)-(4); 1711; 2508; 2566
 Rules of the Regents, §21.1

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TEXTBOOK SELECTION AND ACCOUNTING**I. Definition**

The State Education Department defines textbooks as: “A textbook is any book or a book substitute, which shall include hard cover or paperback books, workbooks, or manuals which a pupil is required to use as a text, or a text-substitute, in a particular class or program as a primary source of study material intended to implement a major part of a state curriculum or a state approved local curriculum”.

Excluded under Chapter 244 of Education Law are:

- A. Reference Materials: encyclopedias, almanacs, atlases, and general and specific purpose dictionaries, except that dictionaries individually assigned to all students in a particular class or program as a textbook substitute shall be considered as textbooks.
- B. Supplementary textbooks, novels, excepting those assigned on an individual basis, or other fiction, magazines, newspapers, and audio-visual materials and equipment.
- C. Test and testing materials, teachers’ editions of textbooks, review books, and materials in kit form.

II. General Guidelines

Curriculum decisions should determine textbook selection. Textbooks should not determine the curriculum. Tools must be selected on the basis of the job to be done. When a multiple text approach is used, it is essential that the various books and supporting materials be viewed as components of the total system and that their selection be related carefully to their potential for achieving established objectives. The multiple text approach must provide for making materials available to all students without needless duplication of any one title.

Textbook replacements should not occur prior to five years from the adoption date except under unusual circumstances. Approved textbooks are to be reviewed annually. Where unusual circumstances make an earlier replacement essential, the reason must be clearly established and the early replacement approved by the Assistant Superintendent for Instruction.

The Board of Education is charged with the legal responsibility for designating textbooks to be used. The Board of Education delegates responsibility for evaluating textbooks and recommending their adoption to appropriate members of the professional staff who submit their recommendations in accordance with this regulation. The Agreement between the Superintendent and SCTA states: “The selection of a textbook(s) will be recommended by a committee of teachers, according to the appropriate level of

instruction, selected by the building principal and/or department chairperson/subject coordinator/supervisor, in cooperation with the Assistant Superintendent.”

III. Yearly Review Process

Each year, upon receipt of the textbook inventory printout on January 1, the principal shall establish a textbook review process to include a review of all texts in use for more than five years. Supervisors will direct the process if an adopted text is the primary instructional mode in more than one building. The process shall direct itself to the question, “Does this text best enable the student to achieve the goals and objectives of the instructional program?” and will include an assessment of the text using the “Materials Evaluation Guide”.

IV. Selection Process

Varying numbers of people involved in teaching the different subjects make it impossible to establish a single procedure which will fit all situations. In establishing appropriate procedures for textbook selection, the following guidelines should be followed:

- A. Whenever possible, all of the teachers who will be using a textbook should be given an opportunity to be involved in the selection process.
- B. Where the numbers involved make it impossible for all teachers who will be using a book to be on the selection committee, procedures should be established for keeping all teachers of the subject informed regarding the work of those responsible for the selection and for soliciting the opinions of those not directly involved.
- C. Publishers should be informed that a change of textbooks is being considered and appropriate book samples requested. Sources for identifying publishers to be contacted include:
 1. The directory of the Association of Education Salesmen of New York State.
 2. Professional journals.
 3. Textbooks in Print, R.R. Bowker Company.
 4. Solicitation of the opinions of other school districts.
 5. Inquiries to appropriate State Education Department personnel.
 6. Inquiries to appropriate subject matter and curriculum specialists in colleges, universities and professional organizations.
- D. Textbooks being considered for adoption must be reviewed in the light of predetermined criteria, both general and specific, following the “Materials Evaluation Guide”.
- E. Having publishers’ representatives make presentations regarding “finalist books” may be helpful. Such a presentation should include an opportunity for the committee to question the representative.

- F. In some cases, it may be desirable to recommend limited experimental use of a book before a decision to recommend quantity purchase is made.
- G. Recommendations to adopt particular textbooks are to be forwarded to the Assistant Superintendent for Instruction after review and endorsement by appropriate principals and supervisors.
- H. After review and approval by the Assistant Superintendent for Instruction, the list of textbooks recommended for adoption will be submitted to the Superintendent of Schools.

V. **Inventory Procedures**

- A. Purchases of textbooks throughout the year will be added to the computer inventory record for each school by the Business Office. A comparison of purchase orders and invoices will be used to accomplish this update.
- B. On November 1, January 1, and April 1, updated inventory lists will be sent to each school from the Business Office. The lists submitted on October 1 and January 1 will be used for reference and record purposes by the building principal. The list submitted on April 1 will be the basis for the ordering and distribution process for all schools both public and private, for the new school year.
- C. The list furnished on April 1 should be carefully checked with the books on hand and the actual count recorded under the column actual inventory.
- D. Needs for the next year should be assessed carefully and the total number of books required for use should be recorded under the column estimated needs. It is important that this figure be a total of your needs for that particular book and not a figure which represents the additional number you will require.
- E. The remarks column should indicate the reason for any change or exception which you have recorded on the sheet.
 - 1. Use the word delete for any item which should be removed from inventory.
 - 2. Use the word delay if you do not wish to have needed copies of that book ordered during the summer.
 - 3. Incorrect subject area codes should be noted under remarks, giving the proper subject area.
 - 4. Major discrepancies between the computer inventory and the actual inventory on hand should be explained.
- F. Books not on the inventory printout should be recorded on the Unlisted Book Card. Books on these cards which are not listed on the district's Master Inventory will be referred to the Assistant Superintendent for Instruction for processing through the adoption procedure.

- G. Completed computer lists and Unlisted Book Cards will be delivered to the Business Office on or before May 1.
- H. A revised inventory list reflecting all new data will be returned to each building not later than June 1.
- I. The Business Office will do a computer run to determine the needs of all schools, public and private, where district students attend. Inventories will be balanced and a special computer run made indicating books to be ordered for each school. A copy of this printout will be sent to each school on June 15. Following the school's approval, purchase orders will be made out by the Business Office.
- J. Following June 15, a printout will be sent to each building indicating books that will be picked up for distribution to other buildings as well as books to be delivered from other buildings. Books to be picked up at each building should be boxed and placed in a central location. The location of these books should be sent to the Business Office not later than July 1.