

## SELECTION OF PRINT MATERIAL REQUIRED FOR CLASSROOM USE

The following guidelines and procedures are developed to provide for the selection and use of print material that are required for implementation of the district's curriculum.

### Definitions

1. **Print material** – consists of all written material, excluding non-print resources, which convey planned course information. Examples of print resources include, but are not limited to: textbooks, workbooks, reference books, newspapers, journals and magazines.
2. **Required material** – includes print material selected by staff, that must be used by the teacher to develop the objectives of a specific planned course.

### Budget Considerations

1. If the planned adoption/selection of print material has major budget implications (i.e., district-wide adoption) such information must be discussed with the appropriate curriculum coordinator and Director of Elementary or Secondary Education or Superintendent prior to December 1<sup>st</sup>.

### Selection of Print Material

1. Prior to the adoption of print material, the curriculum coordinator shall submit documentation of criteria used in the selection process, Readability/Suitability Form, that includes the following:
  - a. Appropriateness of content material to the planned course
  - b. Readability of text and appropriateness of vocabulary and content to the age/maturity level of the students for whom the material is intended.
  - c. The material shall be screened for accuracy of content and shall be free from bias (sex, racial, religion and ethnic)
2. Representative of the staff who will use the material, the building and curriculum coordinator and appropriate principals shall be involved in the evaluation and selection of print material.
3. A copy of the Textbook Approval forms shall be forwarded to the Director of Elementary or Secondary Education and/or the Superintendent.

### Review of Currently Used Print Material

1. On a yearly basis, all subject areas shall review the required print material currently used by teachers and students to make certain the materials used continue to meet curriculum requirements.

2. Directors of Elementary and Secondary Education, curriculum coordinators, and teachers are responsible for this review.

### **Preparation of Print Material for Approval by the Board**

1. By May 1<sup>st</sup>, the curriculum coordinator for each subject shall submit to the Superintendent's office a listing of all required print materials for their specific curriculum area.
2. The Superintendent or designee shall present the list to the Board for approval at the June Board meeting.

### **Time Schedule**

1. December 1 – discussion with appropriate principals/curriculum coordinators regarding required print material adoption for budget considerations
2. March 1 – The Request for New Textbooks/Print Resources listing and accompanying material shall be submitted to the Superintendent or designee by the curriculum coordinator
3. April – Review of all requests and accompanying materials by the Academic Standards Committee, approval of requests to be recommended for Board Approval
4. May – All new requests for textbooks/print resources presented to the School Board for approval