Instruction
Textbook Selection/Adoption
Regulation

6161(a)

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.

Instruction 6161(b) Textbook Selection/Adoption

Regulation (continued)

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 #1to 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.

Regulation Adopted: 8/15/12 BROOKFIELD PUBLIC SCHOOLS

Brookfield, Connecticut