

R 2510 ADOPTION OF TEXTBOOKS AND EDUCATIONAL MATERIALS

A. Textbook Adoption Process

A textbook adoption report will be completed by the supervisor or administrative designee and submitted to the **Assistant Superintendent or designee.**

The textbook adoption report will include the following:

1. List textbooks/publishers considered;
2. List stakeholders who participated in selection process;
3. A summary of the results of the decision analysis process and recommendations;
4. The adoption report will include the answers to the following questions:
 - Is the textbook provided to each pupil? Classroom set? On-line set?
 - Is the textbook new or a revision?
 - What evidence indicates the textbook is suitable for the maturity level and educational accomplishment of the pupils who will be using the book?
 - Is the textbook free from bias?
 - How is the textbook related to an approved curriculum?
 - How does the textbook fit within a continuous, multi-grade program?
 - What is the potential impact on community standards of taste?
 - What is the cost?

The completed report will be submitted to the Assistant Superintendent. Following approval of the report, the Assistant Superintendent will recommend approval to the Education Committee and Board of Education.

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Approved: 15 January 2013

