

**GUIDELINES FOR THE SELECTION, EVALUATION, AND ADOPTION OF BASIC TEXTBOOKS AND SUPPLEMENTARY TEXTBOOKS****I. Designated Responsibilities**

- A. Principal. Each principal shall have the responsibility to see that all policies, regulations, and procedures as they pertain to textbook acquisition by the school are adhered to.
- B. The Assistant Superintendent, Education and Assessment Services, shall be the person with the responsibility for coordinating selection, evaluation, and adoption of basic and supplemental textbooks.
  - 1. Review calendar for selection procedures with assistant principals, instruction, and provide copies to department chairpersons of respective schools.
  - 2. Provide publishers with request forms completed by teachers for sample textbooks to be evaluated.
- C. Department Chairperson. The department chairperson shall be responsible to the principal to assure that textbook evaluations involving the department are conducted in accordance with District policies, regulations, and procedures.
- D. Curriculum Committee. The initial evaluation of all sample textbooks is conducted by the teacher. It shall be the responsibility of the appropriate curriculum committee to review all textbook evaluations, including those for any special education, Opportunity Program, alternative education, ESL, and other special programs. Committees shall be comprised of teachers in the appropriate disciplines and administrative liaisons with that committee. Each committee is responsible for making a comprehensive review of all textbooks being recommended for adoption and for submitting the final evaluations to the Education and Assessment Services Office not later than April 15. All curriculum committee members are required to sign the textbook evaluation form, thereby indicating their approval for adoption.
- E. Education and Assessment Services Division. The Assistant Superintendent, Education and Assessment Services, shall review the annual calendar pertaining to the selection of textbooks with appropriate personnel and revise where necessary. All evaluation forms will be reviewed for completeness, approved, and sent to the Purchasing Department for code numbering and completion of a Purchasing Record Card.

## II. Definitions

- A. Basic Textbooks. A basic textbook is a volume intended for use by students as a principal learning resource and meeting in style, organization, and content the basic requirements of the course for which it is intended. The book covers major portions of course content and is issued to students for the duration of the course. All basic textbooks must be approved by the Board of Trustees for use in the District.
- B. Supplemental Textbooks. A supplemental textbook is defined as one covering part or all of the course affected. It is not intended for use as a basic textbook but is intended to supply information not found in the basic textbook used for the course. The book is used for portions or segments of the course and is issued or made available to students as needed. A textbook intended for such use and purchased in quantities of more than five requires the approval of the Administrative Council as a supplemental textbook.
- C. Materials NOT Textbooks. The following instructional materials are not classified as textbooks:
1. Teachers' manuals.
  2. Library books of all kinds.
  3. Educational materials as defined in Education Code Section 60017; i.e., any audio visual or manipulative device including but not limited to films, tapes, flashcards, kits, phonograph records, study prints, graphs, charts, and multimedia systems.
  4. Dictionaries, skill sets, paperback single topic booklets, paperback library sets.
  5. Maps, atlases, and similar apparatus.
  6. Test materials, drill and exercise books, workbooks, forms, and blanks.

These items CANNOT be charged to the textbook account.

Reference: Education Code sections 18111, 60400-60404, 60410-60414, 60420

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