

TEXTBOOK ADOPTION

Procedures For Study, Recommendation And Adoption

1. Authorizing Textbook Studies

a. Basic Textbooks

- (1) Textbook study requests may be initiated by any teacher or department chairperson through the principal and the appropriate subject-area curriculum committee. Requests for textbook study should be sent to the Associate Superintendent, Instructional Services who will ascertain whether the book in question is eligible for replacement according to District policies, the state adoption cycle and inform the Superintendent and principals of the request. The Associate Superintendent, Instructional Services will then authorize the curriculum committee to proceed with textbook study as outlined herein.
- (2) Requests for textbook study should be submitted as early in the year as possible. The deadline for receipt of such requests by the Associate Superintendent Instructional Services will be indicated annually by the Associate Superintendent.
- (3) Instructional materials proposed for use in ROP and the Salinas Adult School classes will be reviewed by the Director of Regional Occupation Program and the Director of Community Education respectively, Subject Area Curriculum Committee (ROP), Program Community Advisory Committee (Adult School), Instructional Council, Leadership Council, and Board of Trustees.

2. Standing Committees for Textbook Study

- a. All textbook studies will be conducted by the appropriate subject-area curriculum committee consisting of the department chairpersons or designees from each school and/or program..
- b. The designated administrative representative and.. Associate Superintendent, Instructional Services.

3. Evaluation of Books

- a. Teachers submitting recommendations for the consideration of a textbook are required to initiate form HSD 78 titled Recommendation for Adoption of Textbook or Supplementary Printed Material.
- b. Results of a readability level study must be submitted to the curriculum committee by the teacher or department chairperson.

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4. Report of Textbook Recommendation

- a. At the conclusion of the study, the committee must complete form HSD 78. The department chairperson should sign the recommendation form. A committee member who does not agree with the majority may file a statement of dissent.
- b. The recommendation form HSD 78 and one copy of the textbook or supplementary material must be forwarded to the Associate Superintendent, Instructional Services for processing.

5. Instructional Materials Review

- a. A textbook recommendation will begin with the completion of form HSD 78 by a recommending teacher or department chairperson. It is the responsibility of the department chairperson to see that the proposal is communicated to members of the department and the principal and, when appropriate, to the faculty of the school.
- b. After agreement at the school level is reached, the recommendation is carried forward to the District Subject Area Committee, composed of the department chairpersons from each school or their designee and a representative from the alternative programs. The District Subject Area Committee will review the recommendation and recommend adoption, modification or rejection.
- c. A District Curriculum Development and Instructional Materials Review Committee composed of representative faculty, students, parents and community members will review textbook study committee recommendations. The District Curriculum Development and Instructional Review Committee shall be composed of one teacher, one student and one parent/community representative from each of the comprehensive junior highs and high schools within the District, and one community representative appointed by each Board Member. In addition there shall be one parent/community representative and one staff member for ROP, one staff member, one adult/community member and one student for Adult School, and one adult/community person, one staff member and one student from the Opportunity/Mount Toro and Independent Study programs. Meetings of the review committee will be held during the library display period and will be open to the public. Following the completion of the committee review, HSD 78 with the appropriate signatures of the review committee chairperson and school principal and recommendations, if any, should be forwarded to the Associate Superintendent Instructional Services for processing through the Curriculum Job Alike and Leadership Council.
- d. Meetings of the review committee will be held during the library display period and will be open to the public. Following the completion of the committee review, HSD 78 with the appropriate signatures of the review committee chairperson and the school principal and recommendations, if any, should be forwarded to the Associate Superintendent, Instructional Services for processing through the Instructional Council and Leadership Council.

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- e. All textbooks and other supplementary materials for which adoption by the Board of Trustees will be requested must be displayed and available for public inspection in the school library and/or District office. The display period will be 30 days in length and will be publicized in the local print media.
 - f. The Associate Superintendent-Instructional Services may waive the time lines for all or part of the review process when in his judgment to not do so would be harmful to the instructional program. Instructional materials that are processed in this manner will be presented, along with the Superintendent's recommendation, to the Board for action at its next regular meeting. Instructional materials that are adopted in this manner are to be considered "conditionally approved" and must be subjected to the entire review process before final approval is given.
6. Recommendation for Adoption by the Board of Trustees
 - a. After the review process is completed, the list of recommended textbooks will be submitted to the Board of Trustees.
 - b. Approval of a textbook by the Governing Board does not constitute authority to purchase. Authority to purchase follows standard procedure.
 7. Official List
 - a. The Associate Superintendent Instructional Services will keep on file a list of all textbooks used in the high schools of the Salinas Union High School District.
 - b. Each principal will keep on file a list of all such books used in the school.
 8. Reference Books
 - a. Reference books are library books, pamphlets, or periodicals used for reference. They do not require a textbook committee approval or Board adoption.
 - (1) Selection of titles is the responsibility of the librarian and department chairperson in cooperation with the teachers and authorization for purchase is made in consultation with the principal of the school.
 - (2) Textbooks ordered in quantities of six (6) or less are considered reference books. If more than six (6) copies of a textbook are ordered, the textbook must be considered as a supplementary or basic text and requires approval of the Board of Trustees.
 - b. State textbooks are books adopted and issued by the State for use in the 7th and 8th grades. The use of State texts in grades 7 and 8 of a middle school is not mandatory; however, unless another text is decidedly superior, the State text should be used for economic reasons. State Instructional Materials Funds in Grades 7 and 8 may only be used for the purchase of state adopted instructional materials.

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- c. Instructional materials for use in high schools may be purchased only after the District Board of Trustees certifies that the materials are aligned with the state-adopted standards in the content area and the textbook materials have followed the process outlined in the District Board Policy and Administrative Regulation.
- d. The Board of Trustees shall annually approve a resolution certifying the adequacy of textbooks and that each student has a copy of the adopted textbook in each academic core curricular area. The resolution passed by the Board shall be maintained in the Instructional Services Office.

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