

TEXTBOOK ADOPTION INSTRUCTIONS

General Information

1. Per School Board Policy, textbooks used in the instructional program must be officially adopted by the Board of Education.
2. For references to School Board Policy on textbook adoptions, please refer to 6:210 and 6:220.
3. The Bookstore can assist departments in requesting and ordering examination copies.
4. The rationale for selecting specific texts must be clearly explained.
5. Textbooks must be used for a significant portion of the curriculum if individual purchases are expected.
6. Teachers should plan to use a textbook for at least three years.
7. All new books must have an electronic version in order to comply with Special Ed. law.

Process

1. The Textbook Adoption Form should be used for New Textbooks and New Supplementary Materials.
2. If the textbook being requested is a new edition of the existing textbook, the cover sheet of the Textbook Adoption Form and Part III of the "Narrative Section" must be completed; other information need not be submitted.
3. Follow the procedure for selecting textbooks for adoption as follows:
 - a. The Textbook Adoption Form and an examination copy of the text should be submitted to the Principal's office for review and then forwarded to the Assistant Superintendent in accordance with the timeline.
 - b. Department Chairs should communicate book purchase requests to their Assistant Principal for Operations as soon as possible following Board approval.
 - c. Department Chairs will contact publishers for supplemental materials and teachers' editions.

*Recommendations must be completed and signed electronically using the **TALENTED FORM** provided by your Department Chair.
A printed copy is to accompany the recommended textbook.*

TEXTBOOK ADOPTION TIMELINE 2016-2017

On or before Friday, January 13, 2017: All sample texts, adoption forms, and other documentation that have been reviewed by the Department Chair will be submitted to the Assistant Principal of Operations.

On or before Monday, January 27, 2017: All sample texts, adoption forms, and other documentation that have been reviewed by the Principals will be submitted to the Assistant Superintendent.

Monday, February 6, 2017: Textbook Adoption forms and all proposed items will be made available to Board of Education for review at the Committee of the Whole Meeting.

Tuesday, February 7, 2017: Textbook Adoption forms and all proposed items will be placed on public display at the Administration Center.

Tuesday, March 21, 2017: Recommended adoptions will be presented and discussed with Board of Education at the Regular Action Meeting. The Board of Education will vote to approve proposed textbooks and all other proposed items.

Wednesday, March 22, 2017: The Assistant Superintendent will send the list of approved materials to Principals. Principals will inform their department chairpersons and MBS of the approved materials.