

INSTRUCTIONAL MATERIALS  
SELECTION AND ADOPTION

EFAA  
(REGULATION)

CRITERIA

Selection criteria for textbooks and supplementary materials recommended for adoption will be the same as for other instructional resources as set out in EFA(LOCAL). Careful attention will be given to the continuity of the textbooks and supplementary materials selected and their correlation with the goals and objectives of District schools.

INSTRUCTIONAL  
MATERIALS  
SELECTION  
COMMITTEE

Prior to the last Board meeting in October, the Superintendent or designee will recommend participants to serve on the Instructional Materials Selection Committee (IMSC) to the Board. The size of the IMSC is dependent upon the number of subject areas up for adoption in a given year and may vary as needed. The majority of the IMSC members will be teachers recommended by the Campus Improvement Teams (CIT). The IMSC will include curriculum writers in the subject area and parent representatives recommended by the Superintendent or designee appropriate for the determined need and may vary in number from year to year. The Superintendent or designee is a member of the IMSC and serves as the chairperson. The IMSC conducts the District voting, examines the top three selected textbooks through the District's textbook evaluation process, and recommends the textbook that meets standards-based curriculum alignment to the Board for ratification.

The Board appoints the members of the IMSC at a Board meeting in October.

SELECTION

Only faculty who are currently teaching or have taught the subject or course in the last two years may vote. A teacher must refrain from voting if during the last two years he or she was employed or received any remuneration from a publishing company or an agent representing an author or publishing company. Each campus will rank order all texts or series by simple majority of votes. A simple majority of the first place votes determines the selection.

In the event any selection recommended by the IMSC is written, endorsed, or sponsored (in whole or in part) by any current or former employee of the District, an ad hoc committee composed of the Superintendent, the appropriate assistant/associate superintendent for schools and/or the assistant/associate superintendent for curriculum and instruction, and a facilitator in the applicable field selected by the Superintendent will review the recommended selection and will advise the Board regarding said recommended selection.

In the event selections recommended by the committee are not ratified by the Board, the committee will make other selections at a meeting held as soon as possible following the meeting of the Board at which any of the previous selections were not ratified. The quorum of this committee for any meeting at which selection(s)

are made will consist of at least a majority of the members of the committee. The new recommended selection(s) will be presented to the Board for ratification at the next regularly scheduled Board meeting.

SCHEDULE

The period between January 1 and the ratification of the recommendations of the IMSC at a Board meeting in February will be "no contact periods." During these no contact periods, campus employees will have no contact either directly or indirectly with any textbook publishers, authors, depositories, or agents for textbook publishers, or any other persons who have official positions with any such textbook publishers, authors, depositories, or agents. Publisher contact is limited to the District textbook coordinator.

PARENTAL ACCESS

A parent is entitled to review all teaching materials, textbooks, and other teaching aids used in the classroom of his or her own child. The District will make teaching materials readily available for parental review and may specify reasonable hours for such review. [See EFA(Legal)]

PROCESS FOR  
TEXTBOOK PROTESTS  
AND HEARINGS

Any citizen residing within the boundaries of the District may protest, as a petitioner, a book or books offered for adoption in the District by filing a bill of particulars in accordance with this policy.

TEXTBOOK  
PROTESTS  
FILING THE  
PROTEST

On or before December 15, the petitioner will file with the Superintendent three signed copies of his or her protest, typewritten on one side of 8-1/2" x 11" white paper. This protest must set forth clearly and specifically, by direct references to page and paragraph designations, the material that he or she is protesting, together with a concise statement as to his or her reasons for so protesting. If a hearing before the IMSC and/or Board is desired, a request for such hearing must be included. Upon receipt of the three copies of the protest, the Superintendent or designee will have copies of the protest reproduced and will send a copy to each member of the IMSC, to each member of the Board, and to the publisher(s) affected. In no instance will the IMSC members be contacted by petitioners or publisher representatives concerning such protests.

The Superintendent or designee will notify the Board at its December meeting of all textbooks being petitioned.

The Superintendent or designee will report all information of complaints or procedural irregularities not reported at the December meeting, along with his or her findings of fact, to the Board at its January meeting. It is the exclusive responsibility of the Board to make decisions regarding complaints and procedural irregularities.

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PUBLISHER'S  
ANSWERS TO  
PROTESTS

The publishers may answer the protest by filing with the Superintendent on or before January 15 three signed copies of their statements, typewritten on one side of 8 1/2" x 11" white paper. These statements will be reproduced and copies given to each member of the IMSC, each petitioner affected, and each member of the Board. If a hearing before the IMSC and/or Board is desired, a request for such hearing must be included.

HEARINGS BEFORE  
THE IMSC

On the day immediately preceding the date of the District voting, the IMSC will hold a special meeting for the purpose of considering petitioners' protests and publishers' answers in accordance with the following provisions:

1. Petitioners and publishers who have properly filed a bill of particulars with the Superintendent and who have followed procedures outlined in this policy will be notified that they may be heard by the committee at this special meeting.
2. Responsibility of the IMSC for considering protests of petitioners will be limited to protests against books and their content as contained in the bills of particulars, and to the publishers' answers as recorded by the Superintendent.
3. The committee will not consider complaints about textbook adoption procedures or about conduct of persons engaged in the adoption process.
4. No petitioner, publisher, or any other person will refer information or complaints about misconduct or procedural irregularities to the committee.
5. The committee chairperson will present each petitioner's bill and publisher's answer for consideration of the committee.
6. At this time, the petitioner and the publisher will have the opportunity to be heard by the committee.
7. Presentations by the petitioners and the publishers will consist of summations of their bills of particulars and answers, and will contain no information not referred to in the petitions presented to the Superintendent. Each party will have a maximum presentation time of 20 minutes per book or series of books (multiple lists) exclusive of questions asked by committee members and answers thereto.
8. The committee will take no formal action on the protests and answers, but each committee member will give full consideration to the protests and answers before he or she votes on textbooks to be recommended by the committee.

9. The Superintendent will have a complete record of the meeting made and transcribed.
10. Within ten days after this meeting, the Superintendent will mail copies of the records to IMSC, petitioners, publishers, and members of the Board. The Superintendent will retain a copy for his or her official use.

#### HEARINGS

At the second regular scheduled February Board meeting, the Board may hear complaints and answers filed by petitioners and publishers. To be eligible to appear, the petitioner or publisher will have filed with the Superintendent at least five days before the first regular February Board meeting, a request to appear before the Board. Said petitioner will have appeared at the IMSC special meeting.

Each petitioner or publisher will have a maximum time of ten minutes to present a single book and 20 minutes to present a series of two or more books, but no petitioner or publisher will have more than 30 minutes total time for presentations, unless the Board at the hearing grants additional time. Additional time may be taken by the Board for discussion and questioning. Both the petitioner and publisher will restrict their presentations to:

1. Information previously filed by them in the bills of particulars and the answers; and
2. The record of the special meeting of the IMSC.

The Superintendent will submit to the Board the list from the IMSC of recommended books. The Superintendent will not place on the list any book not recommended by the committee, nor will he or she reduce to a single adoption any list for a specific grade or subject in which multiple adoption is recommended by the committee. The Superintendent will also inform the Board of changes, corrections, deletions, substitutions, and additions that the publishers have agreed to make.

#### BOARD ADOPTION OF TEXTBOOKS

The Board will be informed prior to the ratification vote on the textbooks recommended for adoption of all required notifications, related costs to the District, and any implications or consequences. [See EFAA(LEGAL)]

At a February meeting, the Board may remove from the list any book(s) recommended by the IMSC that, in its judgment, should not be adopted, and adopt the remaining textbooks as recommended by the committee.

In the event selections recommended by the IMSC are not ratified by the Board, the rank order of the materials as established by the

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District voting will determine which textbook(s) will be submitted to the Board as replacement for the selection(s) not ratified.

SUPPLEMENTARY  
MATERIALS

The IMSC may also recommend for Board adoption any instructional program that has not been adopted by the State Board.

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