

  <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: Textbook/Supplementary Materials Selection and Adoption
	POLICY CODE: IJJ

As required by State law, the Board will have final approval and adopt all new textbooks, supplementary course books, E-textbooks and course software. The Superintendent shall establish textbook selection procedures that shall provide for the appropriate involvement of staff members, students, and community members. These procedures may provide for the establishment of textbook selection committees. Recommendations from textbook selection committees will be forwarded to the Superintendent.

Textbooks, supplementary course books, E-textbooks and course software for common schools recommended by textbook selection committees will be placed on display in the District office for a period of at least sixty (60) days prior to the meeting at which the Board will consider their adoption. Supplemental materials may also be approved by Assistant Superintendents and brought to the Governing Board for final approval.

Final recommendations for the adoption of core and supplemental instructional materials will be submitted to the Board in a time frame to which instructional materials can be approved and ordered prior to the start of the course(s).

In recommending books, the committees will strive for continuity of textbooks throughout the different grades and use the same book series in all classes of the same grade. Exceptions to this must be approved by the Superintendent.

### **Objectives of Selection**

It is the responsibility of the school text materials selection committees to:

- Recommend resources that will support and enrich the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of students served.
- Recommend resources that will stimulate growth in factual knowledge, critical analysis of differing sides of issues, literary appreciation, aesthetic values, and recognition of various societal values.
- Place principle above personal opinion and reason above prejudice in the recommendation of resources of the highest quality in order to assure a comprehensive collection of resources appropriate for the complete education of all students.

The Superintendent will establish procedures for the purchase and distribution of all necessary textbooks, supplementary course books, E-textbooks and course software, and other related instructional materials, including digital materials from the adopted list free of cost to students.

### **Removal of Text and Supplementary Materials**

Text materials selection committees may recommend to the Superintendent that certain previously adopted textbooks, supplementary course books, E-textbooks and course software be deleted from the Board-approved list. Textbooks, supplementary course books, E-textbooks and course software will not be deleted without the approval of the Board.

### **Disposal of Learning Materials**

The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.

Adopted: October 5, 2004  
Revised: July 24, 2012  
Revised: November 10, 2015

### **LEGAL REF.: A.R.S. 15-203**

15-342  
15-721  
15-722  
15-726

**CROSS REF.:** IJL – Library Materials Selection and Adoption  
KE – Public Concerns and Complaints