

 <p>TUCSON UNIFIED SCHOOL DISTRICT</p> <p>GOVERNING BOARD POLICY</p>	<p>POLICY TITLE: Textbook/Supplementary Materials Selection and Adoption</p>
	<p>POLICY CODE: IJJ</p>

Definitions

As provided by state law, "textbook" means printed instructional materials or digital content, or both, and related printed or nonprinted instructional materials, that are written and published primarily for use in school instruction and that are required by a state educational agency or a local educational agency for use by pupils in the classroom, including materials that require the availability of electronic equipment in order to be used as a learning resource. A.R.S. 15-722(G).

Board Has Final Approval and Adoption

As required by State law, the Board shall approve for common schools the course of study, the basic textbook for each course, and all units recommended for credit under each general subject prior to implementation of the course. If any course does not include a basic textbook, the Board shall approve all supplemental books used in the course prior to approval of the course. If any course includes a basic textbook and uses supplemental books, the Board should approve all supplemental books and teaching aids, including instructional computer software, that are used in the course prior to approval of the course. If the course includes a basic textbook and uses supplemental books that have not been approved by the Board at the time of approval of the course, a teacher may use the supplemental books at any time during the school year. Use of the supplemental books shall be brought to the attention of the Board during the school year in which they are added for ratification and during the school year in which the materials are first used. 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 before introducing textbooks to the Board for approval. These procedures may provide for the establishment of textbook selection committees. Recommendations from textbook selection committees will be forwarded to the Superintendent. All textbook selection committee meetings shall be open to the public.

Public Display for at least sixty (60) Days

All ~~t~~Textbooks recommended, ~~supplementary course books, E-textbooks and course software for use in the District 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 Due in Advance

Final recommendations for the adoption of core and supplemental instructional materials will be submitted to the Board in a time frame ~~to~~ within which instructional materials can be approved and ordered prior to the start of the course(s), including adequate time for the Board to request and consider revisions to information submitted before taking a final vote.

Continuity Across Grades and Book Series

~~In~~ Before recommending any textbook for board approvals, the administrators/committees will strive ensure that for continuity of textbooks throughout the it is appropriate for the general curriculum, both across and within grade levels and courses 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 administration, and, if applicable, school text materials selection committees to:

- Recommend resources that will support and enrich the general 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~~ thinking skills, literary appreciation, aesthetic values, and recognition and adoption of various societal values.
- ~~Place principle above personal opinion and reason above prejudice in the r~~ Recommendation of high quality resources of the highest quality in order to assure a that are comprehensive collection of resources and appropriate for the complete education of all students, without regard to personal opinion or prejudice.

Superintendent will

The Superintendent will establish procedures for the purchase and

Establish Procedures

distribution of all ~~necessary textbooks, supplementary course books, E-textbooks and course software, and other related instructional materials approved by the Board.~~ , including digital materials from the adopted list free of cost to students.

Removal of Text and Supplementary Materials

~~Text materials s~~Selection committees may recommend ~~to the that~~ the Superintendent bring to the Board that certain previously ~~adopted approved~~ textbooks, ~~supplementary course books, E-textbooks and course software to~~ be deleted from the Board-approved list. ~~Textbooks, supplementary course books, E-textbooks and course software will not be~~ Board-approved textbooks may 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 the estimated market value of the learning materials.

Sharing and Tracking Textbooks

Effective immediately, all textbooks and materials purchased with any funds, except Perkins Grant funds, are the property of TUSD. All students from all schools have the right to use textbooks and materials that are the property of TUSD. School personnel, including but not limited to teachers and librarians, are required to share textbooks, novels, and other applicable resources to which they have access or over which they have control, using the system established by the TUSD Administration.

The TUSD Administration will ensure that effective systems for sharing and tracking TUSD textbooks and other resources exist, throughout the District and in each school and/or Department, as necessary and applicable. The Administration will rely on the expertise of school personnel to establish and update the system. The Administration will evaluate the book sharing system every year in order to plan updates and improvements to the system. The Administration will update and improve the book sharing system each year.

Definition of Class Set

A class set consists of not less than 40 books. All purchases made following Governing Board approval of this policy will adhere to this guideline.

Adopted: October 5, 2004
Revised: July 24, 2012

Revised: November 10, 2015
Revised: _____

LEGAL REF.:

A.R.S. §§

15-203 Powers and Duties

15-342 Discretionary Powers

15-721 Common Schools; course of study; textbooks; definition

15-722 High Schools; course of study; textbooks; definition

15-726 Purchase of textbooks and instructional software by schools with less than four teachers

CROSS REF.:

IJL – Library Materials Selection and Adoption

KE – Public Concerns and Complaints