	REGULATION TITLE:
TUCSON UNIFIED SCHOOL DISTRICT	Text/Supplemental Materials Selection, Adoption and Purchase
GOVERNING BOARD REGULATION	
	REGULATION CODE: IJJ-R

Definitions

- **Textbook:** printed instructional materials or digital content, or both, and related printed or non-printed instructional materials that are used 70 – 75% of the time in the classroom by all students in a standards based instructional area.

- **Supplemental Materials:** printed instructional materials or digital content, or both, and related printed or non-printed instructional materials that are used 25 – 30% of the time in the classroom by all students in a standards based instructional area to provide additional information for the course or extend or strengthen the textbook.

- **Occasional Materials:** Reference/Library materials purchased for single or light use.

General Rules

1. The Governing Board shall approve for all schools the course of study and the basic textbook(s) for each course.

2. New textbooks may be reviewed and approved by a selection committee prior to submission to the Governing Board for approval.

3. A copy of each textbook that is being considered for selection shall be made available at the school district office for review by the public, for a period of sixty days prior to formal selection of textbooks.

4. Site Administrators, teachers or staff are required to submit requests for supplemental materials to the appropriate academic leadership office prior to use in the classroom in accordance with the flow chart in Exhibit IJJ-E.

5. When a request to use supplemental materials is denied the site

administrator, teacher or staff may appeal the denial to the Superintendent and present the reasons behind the selection and explain how it will be used for instruction. The Superintendent will make the final decision on the use of the supplemental materials and inform the academic leadership office and Governing Board accordingly.

Textbook Selection Committee

The Superintendent may establish a selection committee that has appropriate involvement of staff members with knowledge regarding the age group and subject matter. The committee will also consult with students, parents and community members and will reflect the diversity of the community TUSD serves.

Criteria for Textbook Selection

Textbook selection committees shall be guided by the following:

- Resources shall be recommended to support and enrich the school curriculum and to meet the individual needs of the students.

- Resources that are recommended will strive for continuity of text materials throughout the different grades.

- Resources that are recommended shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of students for whom the materials are selected.

- Resources that are recommended shall provide a background of information that will motivate students to examine their own attitudes and behavior, esponsibilities, rights, and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.

- Resources that are recommended shall be free from biases based on race, color, religion (creed), national origin, marital status, sexual orientation, gender, or disability.

- Resources that are recommended shall develop the practice of critical analysis.

- Resources shall be recommended for their strengths rather than rejected for their weaknesses.

- Recommendations shall support and be consistent with general

education goals of the District and goals and objectives of specific courses.

- Resources must be aligned with and support the Academic Standards adopted by the Arizona State Board of Education.

Textbook and Supplemental Materials Purchase

- All core curriculum text materials selected through a District-wide adoption are purchased through a formal bid process solicited through the Purchasing Department.

- All supplemental and occasional materials, including educational software, must be purchased through a formal bid process if the total District expenditure exceeds $100,000 per year.

- Early in the materials review process any software will be reviewed for technical compatibility with the District's infrastructure and must be approved by the Technology Services Department to ensure the software meets the educational goals of District and interfaces with the District hardware.

- All text and supplemental materials including software must be approved by the applicable academic leadership office.

- All textbooks and supplemental materials must be on the approved Governing Board adoption list or must be taken for Board approval.

- All supplemental and occasional materials including educational software for anticipated District expenditures less than $100,000 per year, must also comply with procurement rules. These purchases require either three written quotes or use of a contracted vendor and supporting documentation, outlining the evaluation and selection process be attached for auditing purposes.

- Site Administrators, teachers or staff shall not meet with educational software vendors outside of the formal selection process**.**

- Software MAY NOT be piloted in schools outside of the textbook adoption process or formal bid process unless prior approval has been given by the Technology Services Department and the appropriate academic leadership office; and must follow required procurement procedures.

Adopted: October 5, 2004
Revised: May 24, 2013 [Friday Report]
Revised: December 13, 2013 [Friday Report]
Revised: March 12, 2018 [Via Superintendent]
Revised: November 13, 2018 [SLT review]