

TEXTBOOK SELECTION AND ADOPTION

It is the responsibility of the Board of Education to make provisions for the selection of up-to-date and appropriate textbooks for all pupils enrolled in the public school. Free textbooks are provided in grades Kindergarten through 12. The responsibility for the selection of textbooks and materials lies with the teachers and administrators. New textbook adoptions shall be done periodically as a part of the regular evaluation of curriculum areas on a systematic school-wide basis. Consideration shall be given to all available textbooks in the content area to provide opportunities for each child to realize the greatest potential through education.

Selection of Textbooks

Basic textbooks should be selected, which provide material current in the field, so the books may be used for at least five years. Selection will be made with the cooperation of the faculty and administration, under the direction of the Assistant Superintendent for Curriculum/Instruction. Textbooks will be selected in the following manner:

1. A selection committee will be established, composed of teachers directly involved with the materials and administrators. Members of the community may serve on advisory committees. The selection committee will be facilitated by a staff member.
2. The selection committee will establish selection criteria, in writing, and use the criteria to review and select appropriate instructional materials. Multicultural, gender fair, and disability awareness concepts will be included in the criteria. The district will preferentially procure educational materials, including textbooks and collateral materials, from vendors that make the materials available in either a Braille format or electronic format which is computer-readable in a form approved by the Department of Elementary and Secondary Education (DESE), or both, at no greater cost than for regular materials.
3. Companies will be invited to submit examination copies of appropriate materials to the selection committee.
4. Sufficient time will be allowed to evaluate thoroughly all materials submitted by the vendors.
5. A written recommendation of the specific material to be adopted, which is signed by the appropriate administrators, curriculum coordinators/ department heads, and resource teachers will be submitted to the superintendent for presentation to the Board of Education.

Disposal of Obsolete Textbooks

In keeping with the Missouri Department of Elementary and Secondary Education recommendations and the general practice of better schools throughout the nation, the school district will attempt to update the district's standardized textbooks every five years. As a result, several hundred textbooks frequently become obsolete. These textbooks shall be disposed of in the following manner:

1. Attempt to sell the books.
2. Offer these books to teachers, students or patrons, to be picked up within a reasonably short period of time, for personal use as reference material, etc.
3. Offer the books for recycling.

Adopted: February 24, 1998
Revised: February 26, 2002

Legal Refs: §170.051-.171, RSMo.