

## **Textbook Selection and Adoption**

Responsibility for the review and selection of textbooks to be recommended shall rest with textbook and/or curriculum committees as appointed by the superintendent or designee.

The Board shall officially adopt textbooks and textbook programs for use in the district schools upon recommendation of the superintendent. The recommendation of the committee and copies of the textbook must be presented to the Board at least once before official adoption of the textbooks.

Principles that apply generally to the selection of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook programs shall be chosen:

1. To advance the educational objectives of the school system and particular objectives of the course or program.
2. To contribute toward continuity, integration and articulation of the district's adopted content standards.
3. To establish a general framework for the particular course or program.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content.

Although many points must be examined, the Board directs the staff to be particularly mindful of the following considerations:

1. The needs of all learners must be provided for.
2. Insofar as possible, multi-ethnic materials which depict a pluralistic society should be selected.
3. Attention should be given to gender roles depicted in the materials.
4. The textbook, or textbook program, should lead the student and teacher beyond

the textbook into a wide variety of other materials and educational experiences. Care should be taken that the program does not confine instructional materials to those of a particular publisher.

5. If the textbook deals with problems and issues of our times, it should present and encourage examination of all points of view.

Because textbooks are selected for several years' use, special attention shall also be given their physical characteristics, durability, format and price.

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LEGAL REF.: C.R.S. 22-32-109 (1) (t)

CROSS REFS.: IJ, Instructional Resources and Materials  
KEC, Public Complaints about Instructional Resources

**Mapleton Public Schools  
Adams County School District #1**

**Guidelines for Textbook Selection Procedures**

Teachers or departments wishing to investigate the possible adoption of new or replacement text(s) will follow this procedure.

1. Meet with appropriate department or grade level staff and discuss plans to investigate new texts.
2. After agreement to pursue new material, discuss the request with your building principal.
3. After review of instructional and budgetary ramifications, select several textbooks and begin the materials review.
4. Complete the Textbook Selection Criteria Form. Input on the texts is required from other members of the department and/or grade level and from students. Parents should be encouraged to participate in this process. Once the form is complete, it should be submitted to the building principal for his/her input and approval.
5. The principal, after reviewing the form and materials, will either return the form to the submitting teachers for more information, or approve and submit the form to the superintendent or designee for review and processing.
6. The principal and appropriate staff shall be notified of presentation to the Board. The superintendent or designee must receive the form and six copies of the textbook being requested 30 days in advance of official adoption of the textbooks.

The following definition should be used for the purpose of making decisions regarding which textual materials need Board approval.

A text is any written body of knowledge which is pertinent to the majority of instructional materials and/or objectives established for a given course of instruction and **is required reading for all students.**

Supplementary materials in whatever form are utilized for specific instructional standards and/or objectives not covered in the approved text, to provide enrichment, or enhance course content will not be considered texts **if their use by students is optional.**

Revised February 27, 2001

Adams County School District #1/Denver, Colorado

