

1 **St. Regis School District**

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3 **INSTRUCTION**

2311P

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5 Selection, Adoption, and Removal of Textbooks and Instructional Materials

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7 Administrators and teachers involved will generally be responsible to recommend textbooks and  
8 major instructional materials purchases. Recommendations will be made to the Superintendent.  
9 The function of the committee is to ensure that materials are selected in conformance with stated  
10 criteria and established District goals and objectives. A curriculum committee may consist of  
11 only those members in a particular department. The same basic selection procedures should be  
12 followed as with District-wide committees.

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14 Selection and Adoption

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16 Textbooks shall be selected by the various staff who will likely be using the text. In most, but  
17 not all, cases an administrator will chair the committee. Each committee should develop, prior to  
18 selection, a set of selection criteria against which textbooks will be evaluated. The criteria  
19 should include the following, along with other appropriate criteria. Textbooks shall:

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21 ! Be congruent with identified instructional objectives;  
22 ! Present more than one viewpoint on controversial issues;  
23 ! Present minorities realistically;  
24 ! Present non-stereotypic models;  
25 ! Facilitate the sharing of cultural differences;  
26 ! Be priced appropriately.

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28 Removal

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30 Textbooks may be removed when they no longer meet the criteria for initial selection, when they  
31 are worn out, or when they have been judged inappropriate through the Learning Materials  
32 Review Process.

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36 Procedure History:

37 Promulgated on: March 8, 2006

38 Revised on: