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3 **INSTRUCTION**

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

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7 Curriculum committees will generally be responsible to recommend textbooks and major
8 instructional materials purchases. Recommendations will be made to the Superintendent. The
9 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 a curriculum committee representing the various staff who will
17 likely be using the text. In most, but not all, cases the Superintendent will chair the committee.
18 Each committee should develop, prior to selection, a set of selection criteria against which
19 textbooks will be evaluated. The criteria should include the following, along with other
20 appropriate criteria. Textbooks shall:

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

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29 Removal

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

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37 Procedure History:

38 Promulgated on:

39 Reviewed on: 2/25/08

40 Revised on: Fall 2003