

SELECTION AND ADOPTION OF BASAL AND SUPPLEMENTARY TEXTBOOKS,
WORKBOOKS, AND INSTRUCTIONAL MATERIALS

Definitions. Basal textbooks, workbooks, and instructional materials are those published materials that are required in order to support instruction in given courses. Basal textbooks, workbooks, and instructional materials are adopted by the Board of Education for specific courses.

Supplementary textbooks, workbooks, and instructional materials are those published materials that provide support beyond the basal materials. Supplementary print textbooks, workbooks, and instructional materials are not subject to adoption by the Board of Education.

Provision of Basal Textbooks, Workbooks, and Instructional Materials. As part of the legal responsibilities of the Board of Education, basal textbooks, workbooks, and instructional materials shall be provided to all District students to support District curriculum and instruction. Basal textbooks for use at home and at school shall be provided to each student enrolled in the District in accordance with a uniform distribution formula. All textbooks, workbooks, and instructional materials selected by the District and used in District schools shall support the District's educational philosophy, objectives and goals.

Purchasing of Textbooks, Workbooks, and Instructional Materials. An appropriate proportion of the district budget shall be set aside for the purchase of textbooks, workbooks, and instructional materials. Initial purchases of District adopted basal textbooks, workbooks, and instructional materials shall be made centrally. Basal textbooks, workbooks, and instructional materials replacements and supplemental textbooks and workbooks shall be purchased by individual schools in the same manner as other supplies and equipment are purchased.

Selection of Textbooks and Workbooks. All textbooks, workbooks, and instructional materials used in District schools shall be selected according to the Ohio State Minimum Standards and District developed standards. However, the provisions of 3315.17, which relate to the textbook and instructional materials fund and determination of sufficient materials, prevail over any conflicting terms of collective bargaining agreements.

The responsibility for reviewing and recommending the adoption of specific textbooks, workbooks, and instructional materials may be delegated to ad hoc District-level instructional materials selection committees composed of classroom teachers, other District personnel and community representatives.

All committees shall:

1. Be balanced with respect to the student population served;
2. Reflect expertise in the course of study for which the adoption is being made;
3. Include building administrators;
4. Include community representation;
5. Receive training in the use of District selection guidelines and evaluation instruments;
6. Be convened by the appropriate administrators (e.g., curriculum specialists, principals); and
7. Submit their recommendations in a timely manner.

Characteristics of Textbooks, Workbooks, and Instructional Materials.

District personnel shall recommend textbooks, workbooks, and instructional materials which:

1. Portray accurately the cultural and racial diversity and the male and female roles in our society;
2. Encourage students to understand not only historical roles and contributions of the variety of cultural, racial, ethnic, and religious groups in the United States, but also the forces which shaped those roles and contributions and how and why contemporary roles and contributions are different;
3. Portray the significant contributions of individuals, both men and women, belonging to the variety of cultural, racial, ethnical, and religious groups in the United States as reflecting their own individual and group uniqueness;
4. Reflect a diversity of perspectives and viewpoints;
5. Support the scope and depth of the course of study in a scholarly and nonbiased manner at an appropriate level;
6. Stimulate the development of thinking skills;
7. Reflect current, accurate information and research; and

8. Help students develop wholesome democratic values and understand their importance to good citizenship and a happy life.

Rejection of Instructional Materials. If textbooks, workbooks, or instructional materials are rejected by selection committees, publishers shall be notified of the reasons.

Review/Adoption Schedule. A regular review/adoption schedule shall be maintained to ensure that all textbooks, workbooks, and instructional materials are up-to-date in content, and that they reflect current instructional practices. As this schedule is implemented, previously purchased textbooks and workbooks being used in schools shall be evaluated to reduce the use of obsolete materials, monocultural materials and materials not meeting the provisions of this policy.

Prior to the adoption of basal textbooks, workbooks and instructional materials by the Board, the textbooks, workbooks and instructional materials, recommended by the ad hoc District-level instructional materials selection committee, shall be made available for review by parents/legal guardians and the community.

The Chief Executive Officer shall establish procedures to inform parents/legal guardians and the community of this opportunity to review basal textbooks, workbooks and instructional materials, and to ensure that their questions are responded to within a reasonable period of time, and that their comments are communicated to the Board.

[Adoption date: December 6, 2001]

LEGAL REFERENCES

OAC Section 3301-35-03 (B)(4)
ORC 3313.642; 3315.17; 3329.01; 3329.05; 3329.06; 3329.07; 3329.08

CONTRACT REFERENCES

Cleveland Teachers Union Agreement

CROSS REFERENCES

DN, School Properties Disposal Procedure
IIAC, Library Materials Selection and Adoption
KLB, Public Complaints About the Curriculum or Instructional Materials

