

Downey Unified School District

INSTRUCTION

SELECTION AND ADOPTION OF TEXTBOOKS AND OTHER BASIC LEARNING MATERIALS, GRADES 9 THROUGH 12

AR 3134.2

Textbooks and other basic learning materials for grades 9 through 12 are selected by the appropriate textbook committee and adopted by the Board of Education. Responsibility for the selection and adoption of District textbooks and other basic learning materials lies within the jurisdiction of the Superintendent or designee.

The course of study determines the selection of a textbook. The objectives of the course, in terms of the specific knowledge, skills, attitudes, and appreciations desired, and the specific means by which these objectives are to be realized, must be determined in advance of textbook selection.

A basic textbook is defined as a text adopted for principal use by pupils in meeting the basic requirements for the grade, course, or subject. A supplementary textbook is defined as a text which supplies information not found in the regular textbook or which covers only a part of the content of the course. Other basic learning materials include pre-recorded tapes (such as those used in the study of a foreign language); laboratory manuals, workbooks, or study guides which essentially present new content material; and instructional kits which may encompass several kinds of media in presenting new content.

Textbooks and other basic learning materials shall be adopted for seven years. After three years, textbooks will be reviewed by the appropriate textbook committee to determine whether they are still appropriate and should continue to be used. Following the seven-year adoption cycle, a textbook will be automatically removed from the District's list of approved textbooks and further purchase shall not be authorized unless the textbook has been recommended for re-adoption for an additional one-year period by the appropriate textbook committee and approved by the Board of Education. Textbooks previously adopted as basic or supplementary, but no longer continued on the District's list of approved textbooks, may be used in individual classrooms for reference only (see the last paragraph below).

Selection of District textbooks and other basic learning materials shall be based on a thorough study by competent personnel. All materials selected shall support the educational philosophy of the District. They shall uphold the American way of life as outlined in the Constitution, and shall be free from subversive and un-American philosophy.

In the absence of substantial factual evidence which would lead a reasonable person to conclude that the author of a textbook submitted for adoption advocates

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the overthrow of the government of the United States or the State of California or other political subdivision thereof by force or violence, such textbook shall be judged solely by its content.

Textbooks and other basic learning materials proposed for adoption shall be on display at the District Administration Building for three consecutive weeks prior to adoption by the Board of Education and after proper notification is given to the public through the local press. The Board of Education shall be notified when books are put on display for adoption purposes. Any citizen having suggestions or criticisms in regard to the books should submit comments in writing to the Superintendent seven days prior to the Board meeting in which texts are scheduled for adoption. The Superintendent shall review these comments with the Board of Education and present recommendations for Board consideration.

All sample books and materials shall clear through Instructional Services.

In addition to basic and supplementary texts, books may be purchased for reference use. Reference books in any one school must be maintained in quantities of five or fewer copies, in which case formal adoption procedures are not necessary. Requisitions for additional copies bringing the total to more than five copies in any one school will not be allowed unless the book has been formally adopted as a basic or supplementary text. As indicated above, textbooks previously adopted as basic or supplementary, but no longer continued on the District's list of approved textbooks (in other words, not re-adopted), may be used for reference purposes only, even though the initial supply on hand may exceed the limitation of five per school. Additional copies of such texts, however, shall not be authorized for purchase until the quantity in any one school falls below the maximum of five copies.

Approved: 7/1/74, 6/21/88