

West Ada School District
EDUCATIONAL PROGRAM
Series 600

Policy Title Textbook Adoption & Textbook
Reconsideration Process

Policy No. 602.30

Textbook Adoption Process

- A. A textbook review committee will be created consisting of a maximum of two patrons per zone selected by each trustee in addition to certified committee members. Each building is encouraged to have representation on the committee with the representative chosen by the school principal or principal designee.
- B. Textbook review meetings date and times will be publicly advertised via the district website and patron emails.
- C. Publishers are contacted to submit materials to be considered for adoption. Publishers will complete a correlation of materials to district curriculum and/or state standards.
- D. Based on the correlation some publishers will be asked to present materials to the Textbook Review Committee through direct presentation.
- E. Textbook Review Committee members will use a rubric/score sheet to evaluate the texts and/or materials based on agreed upon criteria. Using the results from the presentation, texts and/or materials are narrowed to two choices.
- F. The district will publicize a 10-day public review of the final two choices determined by the Textbook Review Committee. The materials for the final two choices will be made available for display at the District Office and at select building sites for the public to view and provide written comments. Public comments may also be submitted in writing or in person when the textbooks are considered for adoption by the Board of Trustees, and become part of the public record.
- G. Based on the data collected from the committee and public comments, a final recommendation is submitted to the School Board for approval.
- H. If the Board does not approve the textbooks, the committee will start over and go through the process again.

Concurrent Credit textbooks adopted by universities or colleges, AP texts aligned to the College Board syllabi and updated versions of a textbook are exempt from this policy.

Reconsideration of Adopted Textbooks Process

When a textbook or other adopted curricular material are questioned by a patron, the following procedure is to be followed:

- A. A written complaint must be filed with the school principal and forwarded to the Director of Curriculum and Instruction. The complaint should state the specific objection and cite examples.
- B. A conference will be held with the appropriate Curriculum Coordinator, the Director of Curriculum and Instruction, and the patron questioning the book/material within 10 business days of receiving the written complaint. If the problem cannot be resolved, then an advisory textbook review committee will be asked to review the book/material in question.

An advisory textbook review committee, chaired by the Director of Curriculum, will consist of teachers, patrons, and district administrators.

- C. Alternate books/materials may be reviewed as part of the process.
- D. The committee recommendation will then be forwarded to the board of trustees for a final decision on the matter.

Date of Revision:

07/11/94; 7/31/18; 02/25/20

Legal References: Code of Idaho

33-512A, 33-1601-1612, 33-1614-1619,
33-1627, 33-1629-1633