Adoption of Textbooks

Section 1. General. Textbook adoption shall be governed by Board Policy 4014 and shall be made for an initial period of six (6) years. The adoption may be extended beyond that period for as long as the Superintendent deems the textbook satisfactory and as long as it remains on the appropriate State Adopted List. After selection of textbooks, and not later than July 1, a list of such approved textbooks for all subjects and grades shall be forwarded to the State Department of Public Instruction.

Section 2. Adoption Schedule. The adoption of textbooks on successive years shall be as follows:

1. Science, Health, Physical Education
3. Reading, Handwriting
4. English, Literature, Spelling, Foreign Language
5. Social Studies
6. Mathematics

After the State Textbook Commission has published a list of textbooks in each grade level for the subject(s) to be considered for adoption that year, the Director of Curriculum and Instruction shall order textbook samples to be delivered to each school in the East Allen County Schools and to the Park Hill Staff Development Room. Each building principal will be responsible for arranging a check-out system whereby individual teachers and the parent representative may review textbooks.

Section 3. Annual Textbook Rental. If a textbook has been officially adopted by East Allen County Schools for a grade level or course, each student enrolled will be assigned a personal copy or have access to the officially adopted textbook.

The annual rental charge for adopted textbooks rented to students shall be twenty-five percent (25%) of the retail price of the textbook rented. As required by I.C. 20-26-12-2(b), the annual rental charge for adopted textbooks rented to students shall be fifteen percent (15%) of the retail price of the textbook if the usage of the textbook has been extended beyond its initial adoption period, as provided by law, and the textbook has been paid for through rental fees previously collected.

Annual rental charges may be prorated if more than one student will have access to the textbook(s) each year of the adoption period (alternate days each semester; alternate days for school year; nine-weeks only; one semester only; set of books kept in classroom). The total rental fee collected annually for prorated programs must equal the annual rental charge.
Section 4. **Procedure.** The Director of Curriculum and Instruction will develop a detailed plan which will clearly define the procedures to be followed in making the recommendations of textbooks for adoption. This plan will be distributed to all administrators, staff members of the subjects to be adopted, and parents, teachers, and administrators on the Textbook Advisory Committee (TAC) by November 30.

The detailed plan for the recommendation of textbooks for adoption will include:

1. Opportunity for staff and parent involvement.
2. Outline of the procedures to be followed in the review of textbooks.
3. Timetable and meeting schedule.
4. Voting and decision-making responsibilities of the TAC.
5. Provision for orientation of parent members of TAC.
6. Any requirement that the adopted materials follow the National Instructional Materials Accessibility Standard (“NIMAS”).

Section 5. **Textbook Advisory Committee.** The Textbook Advisory Committee for the preparation of recommendations for textbook adoptions shall be selected in a manner consistent with the selection criteria established by the Board in Appendix F of the Board Policy Manual and shall consist of the following members:

1. **Elementary School Adoptions (11 schools) – 27 members:**
   - A. One (1) teacher per school (Building Subject Area Coordinator)
   - B. One (1) parent per school
   - C. Two (2) elementary administrators
   - D. One (1) Corporation Subject Area Coordinator
   - E. Two (2) At-large teacher members selected by the EAEA President

2. **Junior High School Adoptions (5 schools) – 15 members:**
   - A. One (1) teacher per school (Building Subject Area Coordinator)
   - B. One (1) parent per school
   - C. One (1) junior high principal or assistant principal
   - D. One (1) Corporation Subject Area Coordinator
   - E. Two (2) At-large teacher members selected by the EAEA President
   - F. One (1) At-large parent member selected by the Director of Curriculum and Instruction
3. Senior High School Adoptions (5 schools) – 15 members:

A. One (1) teacher per school (Building Subject Area Coordinator)
B. One (1) parent per school
C. One (1) senior high principal or assistant principal
D. One (1) Corporation Subject Area Coordinator
E. Two (2) At-large teacher members selected by the EAEA President
F. One (1) At-large parent member selected by the Director of Curriculum and Instruction

Section 6. Committee Appointments.

1. Parents: By October 15 of each year, the Director of Curriculum and Instruction will submit a form to each principal which is to be used in identifying the names of parents who will serve on the TAC. The form is to be returned to the Director of Curriculum and Instruction by November 15 of each year. The Director of Curriculum and Instruction shall select the parent members of the TAC from the list of nominees submitted by the building principals.

2. Administrators: The Director of Curriculum and Instruction will appoint the building administrator representatives to the TAC by November 15.

3. Teachers: The teacher representative for each school shall be appointed by the building principal and the East Allen Educators Association building representative by November 15. At-large teacher representatives shall be appointed by the East Allen Educators Association President by November 15.

4. Corporation Subject Area Coordinators: The TAC Corporation Subject Area Coordinator representative shall be the certified teacher filling the position most closely related to the pending adoption as determined by the Director of Curriculum and Instruction. If the relevant Corporation Subject Area Coordinator position is vacant at the time of the formation of the TAC, the EAEA President shall appoint a certified teacher to this committee position.

Section 7. Management Decisions. The following decisions will be made by the Management Team consisting of the Director of Curriculum and Instruction, a Technology staff representative appointed by the Deputy Superintendent, and a business office staff representative appointed by the Chief Financial Officer, and will not be included in the deliberations of the Textbook Advisory Committee:

1. Grades and/or courses for which adoptions will be made.

2. Grades and/or courses for which student editions will be provided.
3. Whether hardbound, softbound, consumable textbooks or additional materials will be used.

4. The number of books that will be purchased and provided through the book rental program (i.e., each student to have a personal copy, a classroom, or several copies available in the classroom or library).

5. Grades and/or courses for which teacher editions will be provided in lieu of student textbooks.

6. Whether the textbook publishers shall be required to comply with NIMAS.

Section 8. Textbook Advisory Committee Responsibilities. The Textbook Advisory Committee will recommend the adoption of one or more textbook series for elementary grades (K-6) for which adoptions will be made and one textbook for each secondary course (7-12) from the State Approved Textbook List to the Superintendent on or before April 15. (The adoptions for the elementary grades will be limited to one series except where state curriculum guidelines may dictate otherwise.) The Superintendent will make a recommendation to the Board of School Trustees no later than May 15.

The work of the TAC will culminate in the selection of textbooks from the State Approved List for the subjects on the State Cycle For Adoption for use for the ensuing six year period.

A course may be offered even though there is no textbook provided on the State Adoption List. The TAC may review appropriate textbooks and forward a recommendation to the Superintendent prior to April 15. The recommendation to the Board of School Trustees will be made no later than May 15.

Section 9. Pilot Demonstrations of Textbooks. Pilot demonstrations of textbooks which have the possibility of being placed on the State Adoption List are discouraged. Any pilot demonstration that is desired must be approved by the Director of Curriculum and Instruction prior to making a commitment to pilot a program.

If a pilot program is approved, periodic progress reports are to be submitted to the Director of Curriculum and Instruction by the building principal.

Section 10. Involvement of Staff Members. Involvement of all teachers who teach the subjects for which texts are being adopted will be encouraged as follows:

1. Each teacher will have the opportunity to examine books at his/her building.

2. Individual teachers will complete the textbook evaluation form in order to provide input to the TAC members.
3. The TAC members will make reports to the other staff members in the building in regard to the status and progress of the TAC's review.

Section 11. Evaluation Form. A standard textbook evaluation form will be used for each adoption. The Director of Curriculum and Instruction will be responsible for making minor revisions or changes in the form to ensure that it is applicable to the subjects for which books are being adopted. The evaluation forms will be available by January 1. All staff members responsible for instruction in the area(s) of adoption are encouraged to provide information to the Textbook Advisory Committee.

Section 12. Presentations by Textbook Company Representatives. Whether or not presentations by textbook company representatives will be planned will be determined by the TAC. If the TAC decides to hear presentations in a specific textbook category, the TAC will determine the number of company representatives who will be heard.

The Director of Curriculum and Instruction or the respective Corporation Subject Area Coordinator will make the arrangements with textbook company representatives in regard to presentations.

Section 13. Discussion, Participation and Remuneration Regarding The Merits of Textbooks. Meetings will be scheduled at the discretion of the Director of Curriculum and Instruction. TAC members will have the opportunity to discuss the merits of textbooks under consideration. TAC staff members may be provided released time during the school day in order to participate in the textbook recommendation process; however, meetings usually will be held after normal school hours. Parent representatives on the TAC should be available for periodic meetings in the months of November, December, January, February, and March.

Members of the Textbook Advisory Committee will receive no honorarium or other compensation for participation in the textbook recommendation process outside of the compensation specified in the Teacher’s Collective Bargaining Agreement.

The time and place of voting will be established as part of the detailed adoption plan. All voting will be by written ballot. Facsimile or e-mail ballots will be accepted.

Section 14. Decision Making By the Textbook Advisory Committee. As textbooks are reviewed, committee members will identify texts which are most appropriate for the grade level/course. At its last meeting, the TAC shall establish the ballot for the final voting. In the final voting, each member of the committee will select a first and second choice. A plurality of the votes cast for first choice will determine the elementary series/secondary textbook to be recommended for adoption by the Board of School Trustees. If a tie breaker is needed, second choice votes will be used to break the tie.