

Adoption of Textbooks and Digital Content

Section 1. General. The textbook/digital content adoption and length of the adoption shall be governed by the Board of School Trustees. The adoption may be extended beyond that period for as long as the Superintendent deems the textbook satisfactory and as long as it remains appropriate. After selection of textbooks/digital content, and not later than July 1, a list of such approved textbooks/digital content 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
2. Agriculture, Art, Business, Technology Education, Family & Consumer Sciences, Music, Driver Education
3. Reading, Handwriting
4. English, Literature, Spelling, Foreign Language
5. Social Studies
6. Mathematics

The Assistant Superintendents of Elementary Education and of Secondary Education shall order textbook samples to be delivered to each school in the East Allen County Schools district and to the curriculum office. 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/Digital Applications 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/digital application 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 Assistant Superintendents of Elementary Education and of Secondary Education will develop a detailed plan which will clearly define the procedures to be followed in making the recommendations of textbooks/digital content 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 January 30.

The detailed plan for the recommendation of textbooks/digital content 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/digital content 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 (9 schools) – 24 members:
 - A. One (1) teacher per school
 - B. One (1) parent per school
 - C. Two (2) elementary administrators
 - D. One (1) Corporation Subject Area Coordinator
 - E. One (1) Director of Technology or designee
 - F. One (1) Director of Title III or designee
 - G. One (1) Director of Special Education or designee
2. Junior/Senior High School Adoptions (8 schools) – 21 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. One (1) Director of Technology or designee
 - F. One (1) Director of Title III or designee
 - G. One (1) Director of Special Education or designee

Section 6. Committee Appointments.

1. Parents: By December 1 of each year, the Assistant Superintendents of Elementary Education and of Secondary Education 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 Assistant Superintendents of Elementary Education and of Secondary Education by December 20 of each year. The Assistant Superintendents of Elementary Education and of Secondary Education shall select the parent members of the TAC from the list of nominees submitted by the building principals.
2. Administrators: The Assistant Superintendents of Elementary Education and of Secondary Education will appoint the building administrator representatives to the TAC by December 20.
3. Teachers: The teacher representative for each school shall be appointed by the building principal and the East Allen Educators Association building representative by December 20.

Section 7. Management Decisions. The following decisions will be made by the Management Team consisting of the Assistant Superintendents of Elementary Education and of Secondary Education, a Technology staff representative appointed by the Assistant Superintendents of Elementary Education and of Secondary Education, 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, digital content 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/digital content series for elementary grades (K-6) for which adoptions will be made and one textbook for each secondary course (7-12) 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 April 30.

The work of the TAC will culminate in the selection of textbooks/digital content for the subjects being reviewed for the ensuing six year period.

Section 9. Pilot Demonstrations of Textbooks/Digital Content. Any pilot demonstration that is desired must be approved by the Assistant Superintendents of Elementary Education and of Secondary Education prior to making a commitment to pilot a program.

If a pilot program is approved, periodic progress reports are to be submitted to the Assistant Superintendents of Elementary Education and of Secondary Education by the building principal.

Section 10. Involvement of Staff Members. Involvement of all teachers who teach the subjects for which texts/digital content 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/digital content evaluation form will be used for each adoption. The Assistant Superintendents of Elementary Education and of Secondary Education 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 30. 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. The Assistant Superintendents of Elementary Education and of Secondary Education will determine whether or not to hear presentations by textbook company representatives and will determine how many will be heard. The Assistant Superintendents of Elementary Education and of Secondary Education will make the arrangements with the textbook company representatives

Section 13. Discussion, Participation and Remuneration Regarding the Merits of Textbooks. Meetings will be scheduled at the discretion of the Assistant Superintendents of Elementary Education and of Secondary Education. TAC members will have the opportunity to discuss the merits of textbooks/digital content 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 December, January, February, March, and April.

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/digital content which are most appropriate for the grade level/course. At its last meeting, the TAC shall cast a ballot for the final voting. In the final voting, each member of the committee will rank the textbook/digital content in order of preference. A plurality of the votes cast for first choice will determine the elementary and secondary textbook/digital content to be recommended for adoption to the Board of School Trustees. If a tie breaker is needed, second choice votes will be used to break the tie.