

**Textbook, Instructional & Supplementary Material  
Selection (Administrative Rule)**

**Code #361.00AR**

**Selection Procedures:**

Professionally trained personnel will be responsible for the selection and maintenance of instructional materials realizing the importance of input from teachers, administrators, and students in the selection process. Material selections will be evaluated on the merits of the materials, considering quality, readability, popular appeal, reputation of author and publishers, overall purpose, and contribution to the curriculum and interests of students. The list of adopted textbooks shall be maintained in the central office.

Selection personnel may use professionally prepared selection aids as well as reviewing journals and books for additional guides in making selection.

Textbook determination will result after a careful screening process whereby teachers and administrators will cooperatively determine the need and selection.

All materials requisitioned for purchase will be screened to determine whether the materials have been chosen according to criteria established. All purchase orders will be presented to the District Administrator for final approval. These orders must indicate any materials which may prove controversial in nature.

All instructional material, including teachers' manuals, films, tapes, computer hardware/software or other supplementary instructional material which will be used in connection with any research or experimentation program or project shall be available for inspection by the parents or guardians of the children engaged in such program or project. "Research or experimentation programs or project" means any program or project in any applicable program designed to explore or develop new or unproven teaching methods or techniques.

Prior Approval:	May 24, 2006
Attorney Review:	December 2015
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