

 POLICY REGULATION	REGULATION TITLE: Text/Supplementary Materials Selection and Adoption
	CODE: IJJ – R
	LEAD DEPARTMENT: Professional Development and Academics

Text Materials & Digital Selection Committee

The committee will have appropriate involvement of staff members with knowledge regarding the age group and subject matter. The committee will also consult with students, parents and community members and will reflect the diversity of the community TUSD serves.

Criteria for Selection

Text materials selection committees shall be guided by the following:

- * Resources shall be recommended to support and enrich the school curriculum and to meet the individual needs of the students.
- * Resources that are recommended will strive for continuity of text materials throughout the different grades.
- * Resources that are recommended shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of students for whom the materials are selected.
- * Resources that are recommended shall provide a background of information that will motivate students to examine their own attitudes and behavior, responsibilities, rights, and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.
- * Resources that are recommended shall be free from biases based on race, color, religion (creed), national origin, marital status, sexual orientation, gender, or disability.
- * Resources that are recommended shall develop the practice of critical analysis.
- * Resources shall be recommended for their strengths rather than rejected for their weaknesses.
- * Recommendations shall support and be consistent with general education goals of the District and goals and objectives of specific courses.
- * Resources must be aligned with and support the Academic Standards adopted by the Arizona State Board of Education.

Text Materials Purchase

- * All core curriculum text materials selected through a District-wide adoption are purchased through a formal bid process solicited through the Purchasing Department.

- * All supplemental materials, including educational software, must be purchased through a formal bid process if the total District expenditure with any vendor exceeds \$30,000 per year.
- * Early in the materials review process any software will be reviewed for technical compatibility with the District's infrastructure and must be approved by the Department of Educational Technology and Technology and Telecommunication Services to ensure the software meets the educational goals of District and interfaces with the District hardware.
- * All text and supplemental materials including software must be approved by the Deputy Superintendent/Chief Academic Officer in the Department of Academic Excellence.
- * All purchases must be on the approved Governing Board adoption list or must be taken for Board ratification.
- * All supplemental materials including educational software for anticipated District expenditures less than \$30,000 per year per vendor, must also comply with procurement rules. These purchases require that three written quotes and supporting documentation, outlining the evaluation and selection process be attached for auditing purposes.
- * Site Administrators, teachers or staff should not meet with educational software vendors outside of the formal selection process.
- * Software, MAY NOT be piloted in schools outside of the textbook adoption process or formal bid process unless prior approval has been given by the Department of Educational Technology and Technology and Telecommunication Services.

Adopted: October 5, 2004

Revision:

Legal Ref:

Cross Ref: IJ - Instructional Resources and Materials