



**Policy: 9.58**

**SUBJECT:                    TEXTBOOK SELECTION AND ADOPTION**

**Supersedes:**            IIAA-R  
**Effective:**                September 8, 2008  
**Page:**                      1 of 5  
**Approved by:**         Detroit Board of Education

## **1.0    Policy**

### **Book Selection Procedures – In General**

1.    In Michigan, the selection of books is the prerogative of the local school districts. There are no state-adopted or state-printed textbooks.
2.    As mandated by law, the Detroit Board of Education provides textbooks free for use by pupils in grades K through 12, but requires refundable deposits at high school level. Textbooks are distributed through general stores.
3.    Books are considered generally in three broad categories: basic textbooks, supplementary books, and library books.
  - a.    Basic textbooks are those formally adopted by the Board of Education for citywide classroom use in particular subjects and grades (and designated as single or multiple adoptions, depending on the number of titles).
  - b.    Supplementary books are used as aids to instruction and usually are provided in relatively small quantities per class.
  - c.    Library books are those purchased for placement and use in school libraries.
4.    Only approved basic texts, as adopted by the Board of Education, may be used for general class instruction. A list of adopted basic textbooks is published each year and a card file of titles of all textbooks and supplementary books is kept in the office of curriculum development services.

### **Basic Textbooks – Selection Procedure**

1. Textbooks are reviewed at approximately five- to eight-year intervals. This procedure assures that each text will contain relatively up-to-date subject matter, philosophy, and references, and yet will allow texts to be usable over a long enough period so as to get the best use of the books purchased.
2. Each year, subjects and grade levels to be reviewed are designated by the subject matter departments, referred to the areas for their input, and then are forwarded by the curriculum development services office to the superintendent for approval.
3. The specific procedure for selection of new texts is set forth below.
4. After two years of use, or at such time as the teachers are thoroughly familiar with the new texts, the subject-area department asks schools using the newly approved text to indicate the text's areas of strength and weakness in achieving the goals for which the text was selected. The supervisory department concerned uses this evaluation in the formation of criteria and procedures to be employed in future selections.
5. If, within that five- to eight-year period, the publisher revises a textbook that has been adopted, the revision may be purchased and used providing (1) the concerned subject-area department states, after examination, that the revised edition can be used in a class along with the original edition as adopted, without undue inconvenience, (2) the office of school-community relations approves the changes in the light of criteria regarding treatment of minority groups; and (3) the publisher states in writing that he will not interpret acceptance of the revised edition as a new adoption.

#### Staff Responsibilities in Selection of Textbooks

1. Office of Curriculum Development Services
  - a. By May of each year, on the advice of the department heads within the office, the office establishes a list of courses which are to be considered for the adoption of basic textbooks during the ensuing year; informs General Superintendent and invites his/her input. This list will usually contain only those courses which have not been reviewed for at least five year, although exceptions may be made where the technology of the field, or extensive course revision, has rendered the currently used textbook obsolete and/or where the content of the currently used textbook is deemed objectionable.
  - b. Notifies by letter all textbook publishers qualified and registered to sell textbooks in Michigan who are in compliance with the equal employment opportunities department of the courses for which new basic texts are to be chosen.

- (1) Provides a description of policies and procedures for book selection and adoption.
  - (2) Invites publishers to indicate whether or not they have texts they wish to have considered.
  - (3) Requests sample copies of texts for the members of the basic textbook selection committee.
- c. Publishes in the September Principals Notes a general announcement of the information of textbook selection committees, with an invitation to staff to offer their services. The General Superintendent will recommend and encourage teachers and administrators to participate on the selection committee.
- d. Submits the names of all staff members who have volunteered to serve on the selection committees to the General Superintendent for his/her approval. Where appropriate, curriculum development departments will make recommendations concerning participants and alternates.
- (1) The committees will be composed of both men and women and will represent the different geographic, ethnic, and socioeconomic sectors of the district and all areas.
  - (2) The size of each committee is based on the complexity of the subject matter, its place in the curriculum, the number of books to be examines, and the number of grades covered.
  - (3) The subject-matter supervisor or director will generally serve as the chairman of the committee.
  - (4) At least one area curriculum administrator will serve on each selection committee.
  - (5) The office of school-community relations will nominate a central or area school-community relations staff representative to each committee.
  - (6) Where possible and appropriate, student involvement will include high school representatives on the committee.
  - (7) The director of the curriculum department concerned and the heard of the office of curriculum development services and of the division of educational services will be ex-officio members.

- e. Appoints textbook selection committee members sufficiently in advance of September 30, so that the committee may meet during the months of October through December during which period many publishers introduce new or revised textbooks.

2. Basic Textbook Selection Committee

- a. Participates in a general inservice for all persons serving on each selection committee. This inservice will be conducted prior to the convening of the specific textbook selection committees and will focus on the treatment of minorities and women in published materials.
- b. Reviews the overall objectives of the subject and course, and established additional criteria which will aid in textbook evaluation and selection. (This statement is understood to include the Board criteria regarding treatment of minority groups.)
- c. Arranges meetings to which publishers' representatives may be invited to discuss their materials. These representatives are asked not to call on the committee members other than supervisors, but they may send analyses and other materials to all committee members.
- d. Applying the previously developed criteria, critically examines and evaluates all textbooks and related materials submitted.
  - (1) Care is taken to allow for consideration of those new and revised textbooks which may be published in January and February.
  - (2) After careful consideration, the committee arrives at a recommendation for approval which will include all textbooks that meet the criteria.

3. Office of School-Community Relations

- a. Receives and examines all textbooks recommended by the office of curriculum development services for further screening in the light of the criteria set in the Board policy regarding treatment of minority groups.
- b. Returns these to the office of curriculum development services along with recommendations and comment, if any, within four weeks of receipt of books if possible.
- c. When disputes occur over the approval of a textbook with a subsequent request for review by the general superintendent, a panel of at least three

persons will be convened. This panel will include the deputy superintendent of support services or a designee, and the deputy superintendent of educational services or a designee as the representative of the General Superintendent.

4. Office of Curriculum Development Services
  - a. Recommends to the curriculum committee of the Board the titles of newly approved textbooks for action by the Board.
  - b. Enters the titles, after adoption by the Board, onto the list of adopted textbooks, and publishes and forwards the list to the office of administrative services and to the General Superintendent.
5. General Superintendent
  - a. Appoint an area textbook selection committee, or otherwise provide a method of selecting basic textbooks for use in the area from the published list of adopted books. It is recommended that there be representation in the selection process by staff, by the community, and by the students where applicable.
  - b. May recommend additional titles to the office of curriculum development services for future consideration.
6. Principal

Submits request for textbooks on annual textbook order within limits of budget allocations, and forwards to the area office.
7. Area Office

Compiles requests, checks budget allocations, and submits textbook orders to the office of administrative services for purchase.
8. Office of Administrative Services

Processes requisitions and provides for delivery of textbooks to schools.

**Attachments to Policy 9.58:** None

**Legal References:** None

**Labor Contract References:** DFT