

## TEXTBOOK SELECTION

### Section I: INTRODUCTION

Textbooks selected by the school district for use in the instructional program shall be approved by the board of education. The board delegates to the superintendent the responsibility for the development and administration of appropriate regulations to implement this policy.

Textbooks are a prime medium for dispensing information and remain a requisite for most courses. The goal of selection procedures is to provide textbook materials which implement, enrich, and support the educational program of the school district.

### Section II: SELECTION CRITERIA

A. Textbook materials shall support and enrich and the educational goals of the district and the objectives of the instructional programs and the specific courses.

B. Textbook materials shall meet high standards of quality in:

presentation	authenticity
physical format	artistic quality and/or literary style
educational significance	factual content
readability	pluralistic representation

C. Textbook materials shall be appropriate for the subject area and for the ages of the students for whom the materials are selected.

D. Textbook selection committees shall be the prime decision makers in the selection of instructional materials.

E. Views of parents and students shall be taken into consideration.

### SECTION III: SELECTION PROCESS

During an adoption year, as established by the Mississippi State Textbook Procurement Commission, the school district is involved in a selection process to evaluate the textbooks approved by the commission.

- A. The director of media is the superintendent's designee for coordinating the textbook program including the selection process.
  - 1. The director informs school personnel of selection procedures.
  - 2. The director convenes meetings of the textbook selection committee.
- B. A textbook selection committee is established for each subject and level under adoption. Each school is represented on one or more committees.
  - 1. A representative is selected by the school staff.
  - 2. The representatives coordinate the selection process within their schools.
- C. Participation of all teachers of the subjects in the adoption is encouraged.
  - 1. Teachers are provided opportunities to review sample textbooks.
  - 2. Staff meetings (elementary) and building departmental meetings (secondary) are held to discuss the evaluation and apply selection criteria.
- D. The textbook selection committee meet to discuss the selection made by the individual schools and to recommend a basal selection to the superintendent and the board. Where the choice is evenly divided between two or more textbooks, the committee may recommend an "open" adoption/

#### SECTION IV: HANDLING CHALLENGED TEXTBOOK MATERIALS

Approved textbooks shall not be removed from the school unless instructed by the board of education. The board shall act in response to a recommendation made by the superintendent based on a review committee's findings or by direct appeal from a complainant.

- A. An objection concerning a specific textbook or series must be submitted in the following manner:
1. The objection shall be presented in writing to the principal of the school.
  2. The objection should include the following specific information: title, author, publisher, copyright date, reason for objection, and page number for each item to which objection is being made.
  3. The complainant shall state in writing whether or not they have read the material. The entire unit, chapter or book which includes the objectionable material should have been read.
  4. The objection shall be signed by the complainant and address given. If an organization, the name of the organization and official minutes of the body shall be submitted along with the signatures of the officers.
- B. Objections shall be handled in the following manner:
1. The building principal determines whether the objection may be satisfactorily handled informally by explaining the philosophy and goals of the school district.
  2. If it cannot be resolved informally, the objection is reported to the appropriate assistant superintendent for further study and consideration.
  3. The Mississippi State Textbook Procurement Commission shall be apprised of objections received by the district and may be asked to assist in gathering information relative to the books approved by the state selection.
  4. A review committee may be established to consider the objection. The committee shall consist of the assistant superintendent, a principal, two subject area teachers including the department chairperson, two parents, two students (where appropriate to the study) and the director of media.

5. The review committee shall meet to discuss the objection and prepare a report a report containing their recommendations on the disposition of the matter.
6. The principal shall notify the complainant of the decision of the review committee and a copy of the reporter shall be sent to the superintendent. If the committee decides to keep the textbook, the complainant shall be given an explanation. If the objection is upheld by the superintendent as well as review committee, a recommendation for removal is submitted to the board of trustees.
7. If the complainant is still not satisfied, they may ask the superintendent for an appeal to the board which shall make final determination of the issue.

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