



Guidelines for Book Adoption Requests

Guideline	Rationale
Book adoption requests should be reviewed by teachers from all schools in which the course or unit of study is offered. Teacher signatures should also indicate which school they represent.	An important aspect of educational improvement is talking with our colleagues and sharing new ideas and materials. In addition, the district benefits from promoting consistency whenever possible.
For high schools, the proposer should check with the building administrator to make sure that adequate funds are available to support the adoption. For elementary and middle schools, check with the Assistant Superintendent for Curriculum and Instruction.	There is limited benefit in adopting a textbook that we don't have the means to actually purchase. It makes more sense to wait until we can budget for it and then to buy the latest available edition.
It is not necessary to do a full textbook adoption procedure for new editions of previously adopted books. A memo to the Department of Curriculum and Instruction will be sufficient.	Although there are changes in new editions, they usually aren't major. It is important to keep approved lists up to date, but we also want to avoid generating unnecessary work.
Parents involved in reviewing books should not come from the ranks of our staff.	The goal is to be sure that diverse viewpoints have been incorporated into the decision. Most reviewers are teachers and it is important to make sure that others have an opportunity to comment from their perspective.
Individuals proposing adoptions should ensure that there are multiple copies of the books available.	It is clear that reviewers should have the book for sufficient time for a quality review.
Copies of books proposed for adoption must be available for examination in the Board office for 1 month prior to final adoption.	Members of the Board and public should have the opportunity to inform themselves regarding proposed instructional material.
Proposals for book adoption must be received at least two weeks before the Board meeting in which they will be initially proposed.	Proposals must be reviewed by the Asst. Superintendent and, if in order, put into the format for Board adoptions, and placed on the agenda. Agendas are set well in advance and last minute requests can't be accommodated.