

TEXTBOOK SELECTION AND ADOPTION

1. The teacher(s) involved in the use of particular instructional materials will play a primary role in their selection. In selecting the textbook or textbooks for a level or area of study, the professional staff involved will organize a textbook selection committee with the help of administrative personnel. Members of the textbook committee will include teacher(s) who will use the textbook, the building principal, at least one member of the appropriate DISC sub committee and/or resource people can contribute to the process.
2. The textbook selection committee will thoroughly study textbooks available and rate each according to the instructional materials evaluation criteria rating form.
3. The textbook selection committee will present a written recommendation to the District Administrator for his/her review. After reviewing the recommendation the District Administrator will transmit the recommendation to the DISC Committee for their review and approval. Following approval by the DISC Committee, the District Administrator will forward the recommendation to the School Board for final adoption in accordance with their legal responsibility.
4. The textbook adoption process will be cyclical in nature and new texts will be purchased approximately every six years. The textbook adoption process will be integrally tied to the DISC evaluation process. Textbook adoption requests which deviate from the DISC cycle must be approved by the District Administrator and the DISC Committee.
5. The textbook adoption process including review of available texts, presentation to the DISC Committee, etc. must be accomplished prior to May 1 in the year preceding adoption.

LEGAL REF. Wis. Stats 120.13 (5)
120.10 (15)