

***Anderson Union
High School
District***

**ADOPTION
PROCEDURES &
FORMS
for
PRIMARY &
SUPPLEMENTARY
TEXTBOOKS**



ANDERSON UNION HIGH SCHOOL DISTRICT

TEXTBOOK ADOPTION PROCEDURES

Each year the District teaching staff evaluates either formally or informally the instructional materials that they use to educate their students. All staff members continually strive to provide the most organized, appealing, up-to-date and cost effective instructional materials. It is the intention of the Anderson Union High School District staff to collaborate extensively as a district in order to coordinate instructional materials for all school sites.

I. GENERAL PROCEDURES

All adoptions must conform to the laws of the State of California, rules, and regulations of the State Board of Education, and the regulations prescribed by the Board of Trustees of the Anderson Union High School District. Education Code 60010, 60040-60047, 60040, 60411. See Board Policies manual.

Following are some of the more important provisions:

- A. The State Board of Education herewith classifies instructional materials used in high schools as follows:

Instructional materials mean all materials that are designed for use by pupils and their teachers as learning resources and help pupils acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or nonprinted, and may include textbooks, technology-based materials, other educational materials and tests. Education Code 60010 (h)

1. Textbooks: A textbook is a volume intended for use by pupils and meets (in style, organization, and content) the basic requirements of the course for which it is intended. Textbooks shall include literary works, collections of literary works and literary selections, and collections of musical selections designed for instructional purposes as well as laboratory manuals. The textbook is utilized as the main source for student reference throughout the academic year.
 2. The following instructional materials are **not** classified as **textbooks**:
 - a. Teacher's manuals
 - b. Library books of all kinds
 - c. Supplementary books intended to supply information not found in the textbooks used for the course.
 - d. Maps, atlases, charts, and similar apparatus.
 - e. Text materials, drill and exercise books, forms, blanks.
- B. It shall be the duty of the principal of each high school to keep on file in his or her office a complete list, properly indexed, of all textbooks in use together with a statement showing the date of adoption of each textbook by the Governing Board of the Anderson Union High School District.
- C. The governing board of each district shall adopt textbooks for use in the high schools under its control. Only textbooks of those publishers who have complied with the Education Code sections of the State of California may be adopted by the governing board.
- D. After any textbook has been adopted by the Board and placed in use, it shall be retained in use for a period of **not less than three years** after the date of its adoption, as shown by the official records of the Board.
- E. When a textbook adoption is **more than five years old**, it shall be reviewed annually for possible replacement by the textbook committee of the department.
- F. When **new courses of study** have been adopted by the governing board, appropriate textbooks may be submitted for adoption.

II. ADOPTION PROCEDURES – District PRIMARY Textbooks:

- A. When a department decides to seek a new textbook adoption, the chairperson will request **no less than three examination copies** from publishers offering textbooks in the area of consideration.
- B. An evaluation committee shall be formed consisting of the department chair or his designee from each school plus a minimum of one additional department member. In each case, a detailed evaluation covering the relative merits of each text will be completed using FORM A by each member of the evaluation committee. This evaluation will contain a rating of the following areas: alignment with California Standards, content, pupil interest, organization, teaching aids, grade level appropriateness, format, and other items deemed desirable by the department. The recommendation is to be signed by the department chair and principal at both comprehensive sites. The committee is encouraged to seek the expert opinion of teachers outside of the content area for their evaluations, e.g. language arts staff for readability. The recommendation, FORM B, the individual teacher evaluations (FORM A), the Certification Statement (FORM E), and a copy of the book are to be submitted to the principal in February, and then to the Director of Curriculum by way of the principal in March.
- C. The superintendent will make available for public review the proposed adoption at the next board meeting and refer it to the Board of Trustees for its review. Approval or disapproval of the textbook would occur no sooner than the next Board of Education meeting.
- D. The department chair will be notified of any action taken on the proposed adoption by the director of curriculum. The department chair will be responsible to transmit this information to the members of the committee and the department. The principal will also receive notification of the action by the Board of Education. Upon approval of the textbook and its approval as part of the annual budget for the following school year, the ordering and processing of books will be completed by the principal.

III. SUPPLEMENTARY ADOPTIONS

- A. A supplementary adoption must be completed when eleven or more textbooks are being requested for a course of study. Forms C & E must be filled out and turned in with an application for adoption.

TIMELINE

May	Receive textbook adoption forms (order textbooks for review)
May to February	Review textbooks (minimum of 3, reviewed by 3)
February CAC Meeting	Site principals report on estimated needs of each department
February	Submit a recommendation (Form B, C or D), Certification Statement (Form E) and the selected textbook. If submitting a Form B, please include Form A's with the recommendation also.
March	Principal submits the paperwork with signature on the application to the Director of Curriculum
March Board meeting	Textbooks are submitted to the Board for their review
April Board meeting	Textbook adoptions are approved; funding is not approved at this point
May CAC meeting	Director of Curriculum reports on board action
May	Budget for textbooks set (Cycle for next school year begins)
May to June	Principals with Curriculum Director prioritize textbook needs if budget will not fund all requests
June	Approved textbooks ordered

PRIORITIES FOR ESTABLISHING THE ORDER BY WHICH REQUESTS WILL BE APPROVED

When the District is faced with approved adoptions or updated editions of textbooks with a budget that will be unable to fund all requests, it will use the following priorities to determine which requests will be funded for the following academic year:

#1 PRIORITY: Replacement and Growth

- Requests will be funded for the replacement of damaged or lost textbooks as well as for textbook needs caused by growth in our District.

#2 PRIORITY: No Existing Textbook

- Requests will be funded for courses in existence, i.e., courses in which students were enrolled in the year(s) previous to the request, which have no existing textbook. This would also include a course(s) approved as pilot program(s) the previous year by the principal.

#3 PRIORITY: New Programs

- Request for courses or programs not yet in existence but approved in concept by the Curriculum Advisory Committee, the Administrative Cabinet and the AUHSD Board of Education for the following academic year.

#4 PRIORITY: New Regulations from California Department of Education

- Requests for existing courses where an upgrade to a new edition or the adoption of a new textbook is necessary

#5 PRIORITY: Supplementary Textbooks

- Requests for supplementary textbooks which have gone through the adoption process

SUBMISSION CHECK LIST

Primary Textbooks

- FORM A At least 3 FORM A evaluations, one from each member of the review committee who have evaluated the recommended textbook
- FORM B Completed recommendation with the signatures of department chairs and principals included
- FORM E Certification Statement

Supplementary Textbooks

- FORM C Completed recommendation with the signatures of department chairs and principals included
- FORM E Certification Statement

New Edition of Adopted Textbooks

- FORM D Completed recommendation with the signatures of department chairs and principals included
- FORM E Certification Statement

*Please submit these forms and a copy of the textbook being recommended for adoption to your principal in **February**.*

ANDERSON UNION HIGH SCHOOL DISTRICT

FORM A

TEXTBOOK EVALUATION FORM

Each evaluating teacher will need to complete this form for each examination copy being reviewed.

Title: _____

Author: _____

Publisher: _____

Editor: _____ Copyright Date: _____

Subject or course in which proposed text will be utilized: _____

Summary of Evaluation

Scale: 1 – 5 (1 = Unsatisfactory; 5 = Outstanding)

Aligned with standards	
Content	
Pupil interest	
Organization	
Teacher Aids	
Format	
Appropriate to grade level	
Total Score	

State briefly your general evaluation of the proposed text, listing important considerations to be evaluated in selecting a District text.

Evaluating Teacher:

Print Name

School

Signature

Date

ANDERSON UNION HIGH SCHOOL DISTRICT

FORM B

RECOMMENDATION FOR TEXTBOOK ADOPTION

NEW TEXTBOOK

Title: _____

Author: _____

Publisher: _____

Edition: _____ Copyright date: _____ ISBN: _____

Contact person: _____ Telephone: _____ Fax: _____

Books needed: _____ X cost each: _____ = Subtotal: _____

Sales tax (8.25%) _____

Shipping & handling (10%) _____

= Total Cost _____

Textbook is recommended for use beginning in the following school year:

TEXTBOOK CURRENTLY IN USE

Title: _____

Author: _____

Publisher: _____

Copyright date: _____ Year adopted: _____ Usable copies of hand: _____

Subject in which the text will be used: _____

Grade level appropriate? Yes No

Give a brief statement of reasons for requesting change: _____

Recommended for adoption by:

Dept. Chair – AUHS signature: _____ date: _____

Dept. Chair – WVHS signature: _____ date: _____

Principal – AUHS signature: _____ date: _____

Principal – WVHS signature: _____ date: _____

CAC Approval: _____ date: _____

Director Education Services: _____ date: _____

Superintendent signature: _____ date: _____

ANDERSON UNION HIGH SCHOOL DISTRICT

FORM C

RECOMMENDATION FOR SUPPLEMENTARY TEXTBOOK ADOPTION

To: Superintendent _____ Date: _____

From: Department Chair: _____

Title: _____

Author: _____ Publisher: _____

Edition: _____ Copyright date: _____ List price: _____

Approximate number needed: _____ Total estimated cost of adoption: _____

Class to be used in: _____ Beginning school year: _____

Please supply the information below concerning the adopted textbook for which this application is being made.

Title: _____

Author: _____

Publisher: _____

Edition: _____ Copyright date: _____ Year adopted: _____

Please indicate the length of time in which this supplementary text will be satisfactory and useable: _____

Please state the reason(s) the committee is recommending this supplementary textbook:

How is this supplementary textbook aligned with California Standards?

What criteria were used to evaluate this text?

Recommended for adoption by:

Dept. Chair – AUHS signature: _____ **date:** _____

Dept. Chair – WVHS signature _____ **date:** _____

Principal – AUHS signature: _____ **date:** _____

Principal – WVHS signature _____ **date:** _____

CAC Approval _____ **date** _____

Director Educational Services _____ **date** _____

Superintendent signature: _____ **date** _____

ANDERSON UNION HIGH SCHOOL DISTRICT

FORM D RECOMMENDATION FOR NEW EDITION OF PREVIOUSLY ADOPTED TEXTBOOK

To: Superintendent _____ Date: _____

From: Department Chair: _____

TEXTBOOK INFORMATION:

Title: _____

Author: _____

Publisher: _____

Edition: _____ Copyright date: _____ ISBN: _____

Contact person: _____ Telephone: _____ Fax: _____

Books needed: _____ X cost each: _____ = Subtotal: _____

Sales tax (8.25%) _____

Shipping & handling (10%) _____

= Total Cost _____

Textbook was adopted for use beginning in the following school year:

TEXTBOOK CURRENTLY IN USE

Title: _____

Author: _____

Publisher: _____

Copyright date: _____ Year adopted: _____ Usable copies of hand: _____

Subject in which the text will be used: _____

Grade level appropriate? Yes No

Give a brief statement of reasons for requesting change: _____

Recommended for adoption by:

Dept. Chair – AUHS signature: _____ date: _____

Dept. Chair – WVHS signature _____ date: _____

Principal – AUHS signature: _____ date: _____

Principal – WVHS signature _____ date: _____

CAC Approval _____ date _____

Director Educational Services _____ date _____

Superintendent signature: _____ date _____

ANDERSON UNION HIGH SCHOOL DISTRICT

FORM E

TEXTBOOK COMPLIANCE WITH DISTRICT CURRICULUM STANDARDS

CERTIFICATION STATEMENT

Please provide evidence that the textbook now being recommended for renewal is compliant with our District Curriculum Standards which meet or exceed the California Curriculum Standards. As a measure of compliance, the textbook must cover all curriculum standards or a statement be made as to what resources will be used to address the areas that the textbook does not cover. (If standards have not been written for your subject matter area, please use the California Curriculum Framework that applies to your area. Also, Standards may be found by going to your department head who has a copy of the standards and a Framework).

Dept. Chair – AUHS signature: _____ date: _____

Dept. Chair – WVHS signature _____ date: _____

Principal – AUHS signature: _____ date: _____

Principal – WVHS signature _____ date: _____