

## **SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT**

The Board is legally responsible for the selection of textbooks, instructional materials and equipment. Since the Board is a policy-making body, it delegates to professional personnel of the District the authority for the selection of instructional and library materials in accordance with the policy below.

Materials for school classrooms and school libraries will be selected by the appropriate professional personnel in consultation with the Superintendent. Final decision on purchase will rest with the Superintendent, subject to official adoption by the Board.

The Board believes that it is the responsibility of the District:

- A. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- C. To provide a background of information that will enable students to make intelligent judgments in their daily lives.
- D. To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of analytical reading and thinking.
- E. To provide materials representative of the many religious, ethnic and cultural groups, showing their contributions to the American heritage.

The above principles, adopted from the School Library Bill of Rights, will serve as a guide in the selection of all instructional and library materials, textbooks, equipment, supplementary books, library books, filmstrips, films, and recordings.

### **Textbook Adoption Procedures**

#### **A. Five Year Cycle**

A five year cycle will be formulated to include all curricular offerings.

#### **B. Committee Selection**

1. Principals will chair and coordinate study procedures.

2. Individual buildings shall be equally represented.
  3. The Superintendent will be notified of the committee selection:
    - a. Willingness and ability of individuals to serve;
    - b. Representation of various grade levels; and
    - c. Approved by the Superintendent.
- C. Schedule
1. September/March - Committee selection and text samples requested. Committee Meetings.
  2. March/April - Committee recommendation. Final textbook selection. (Form D).
  3. May/June - Board adoption.
- D. Meetings
1. Committee meetings will be limited to three or less and be held on released time:
    - a. First - Committee will screen all samples submitted and select which programs will be studied in-depth. Samples of these programs will be made available to all committee members.
    - b. Second - Assessment of committee study and teacher reaction to samples. Final selection may occur at this meeting.
    - c. Third - Final selection.
  2. Committee members will meet with teachers in their buildings and provide opportunities for teachers to observe programs and provide input for the study.

Procedures for Textbook Committee Members

- A. Each member shall be notified by the principal of his/her appointment to a particular book committee.
- B. Arrangements for a substitute for the committee member, if necessary, will be made by the building principal.

- C. Committee members will participate in screening textbook samples at the first meeting. (Form A, B). The committee will also be informed of the complete adoption procedures by the chairperson. Three or less series will be selected for in-depth study.
- D. Committee members should keep in mind during the study that if no great advantage is seen in a textbook change, a recommendation should be made to continue use of the present textbooks.
- E. No committee member is to be contacted individually by a company representative.
- F. Committee members shall inform staff members in their assigned buildings of the study and solicit their input. This input should be documented and presented at the second meeting. Textbook study forms will be provided. (Form C).
- G. Committee members will present the documented input from their assigned buildings at the second meeting, during the analyses and textbooks discussions. A decision will be made as to whether or not further screening or formal presentation by company representatives is needed.
- H. If a third meeting is needed, the committee will finalize its selection at this time. Committee members shall vote by ballot for the selection of a textbook.
- I. Committee recommendations for adoptions will be made to the Superintendent. A thirty day review period shall be afforded all interested persons prior to formal adoptions by the Board of Education. Books will be available to preview in the office of the Board of Education.
- J. After textbook committees are dissolved, sample textbooks become the property of the grade level staff, unless designated otherwise by book companies.

FORM A

TEXTBOOK SCREENING CRITERIA

- I. Program Overview
  - A. Scope
  - B. Sequence
  - C. Datedness
  - D. Ancillary Materials
  
- II. Text Quality
  - A. General Appearance
  - B. Durability
    - 1. Binding
    - 2. Paper Quality
  - C. Graphic Presentation
    - 1. Type (Size, Design, Spacing, etc.)
    - 2. Picture Quality
    - 3. Diagram and Illustration Quality
  
- III. Text Organization
  - A. General Format
  - B. Table of Contents
  - C. Index
  - D. Glossary
  - E. Enrichment Features
  - F. Unit Organization
  
- IV. Teacher's Manual
  - A. Organization
  - B. Usability
  - C. Practical Help
  - D. Enrichment Suggestions



TEXTBOOK EXAMINATION

Name of Text \_\_\_\_\_ Authors \_\_\_\_\_

Publisher \_\_\_\_\_ Grades \_\_\_\_\_ Copyright \_\_\_\_\_

Fill in Point Values and Total Score

(Circle Selection)

<u>PUPILS TEXT</u>	<u>Good</u>	<u>Acceptable</u>	<u>Poor</u>
_____ Printing and design	3	1	0
_____ Binding and durability	3	1	0
_____ Illustrations, charts, graphs	3	1	0
_____ Organization and content	3	1	0
_____ Scope and sequence	3	1	0
_____ Vocabulary and readability	3	1	0
_____ Evaluations and tests	3	1	0
<u>TEACHERS EDITION</u>			
_____ Complete teaching	3	1	0
_____ Materials recommended for various ability levels	3	1	0
_____ Annotations	3	1	0
_____ Extensive background materials	3	1	0
<u>TEACHING AIDS</u>			
_____ Workbooks	3	1	0
_____ Enrichment material	3	1	0
_____ Audio-visual aids	3	1	0
_____ Tests	3	1	0

_____ Total Score	31 - 45 Good	16 - 30 Acceptable	0 - 15 Poor
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Good qualities of book:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Poor qualities of book:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

My choice for this book is    1st    2nd    3rd    4th    (circle one)

Additional comments may be made on back of sheet.

Evaluator \_\_\_\_\_ Date \_\_\_\_\_

TEXTBOOK COMMITTEE REPORT

TO: Gary Fisher, Superintendent  
FROM: Textbook Committee  
DATE:  
SUBJECT: Recommendation for Board Adoption

The above named Textbook Committee respectfully submits for your consideration and recommends that the below listed textbooks be adopted for use in the Toronto City Schools.

COMMITTEE: \_\_\_\_\_

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