

## TEXTBOOK/COMPREHENSIVE PROGRAM SELECTION AND ADOPTION

The Board of Education is responsible for the approval of all textbook/*comprehensive program(s)* to be used in the district schools. The *Superintendent (or designee)* facilitates the process for textbook/*comprehensive program* selection and adoption. The recommendation for district textbook/*comprehensive program* approval shall be forwarded to a sub-committee of the Board of Education (Outcomes and Assessment Sub-Committee) for review and discussion. Recommendations of the Outcomes and Assessment Sub-Committee shall go to the full Board of Education for final action.

### ***Definition: Comprehensive Program***

*A comprehensive program is defined as an overarching course of study with a philosophical framework for the teaching-learning process. A program incorporates:*

- *A prescribed curriculum*
- *Connection to the NYS Learning Standards*
- *Evidence of research to support the effectiveness of the program*
- *Teaching guides for instruction*
- *Student materials and/or manipulatives*
- *Assessments*
- *Technology components*
- *Other relevant resources*

Text/*comprehensive program(s)*, once approved by the Board, shall not be superseded for a period of five years, except by a majority vote of the Board.

The teachers involved in the use of *textbook or comprehensive programs* will have a primary role in the selection of such materials. Appropriate personnel shall be appointed to textbook/*comprehensive program* selection and adoption committees following district procedures. The *Superintendent (or designee)* will work with the Central Administrative team and building level principals, grade levels, and departments to coordinate the timing and process of the committee's work.

The textbook/*comprehensive program* adoption committee will prepare a written report as an evaluation of the textbook/*comprehensive program* (SEE 4511-E). This report will be considered by the building principal/s, the *Superintendent (or designee)*, and Central Administrative team before it is forwarded to the Board of Education's Sub-Committee on Outcomes and Assessment.

### ***Definition: Supplemental Materials***

*The Superintendent (or designee) retains the right to select appropriate supplemental materials as needed for instruction. Supplemental materials are defined as items that support and enhance the teaching-learning process other than the textbook/*comprehensive program* or *comprehensive program* for the course or content area.*

(over)

Once approval is granted by the Board of Education for the textbook/*comprehensive program* adoption, the building principal/s may proceed with allocating funds for purchasing the texts.

Cross-ref: 1420, Complaints about Curricula or Instructional Materials

Ref: Education Law 701 et seq.; 1711; 2508; 2566

Approved: July 1, 2001

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