

## **SERIES 300 – INSTRUCTION**

### **Instructional Resource and Services – 360**

#### **Textbook Selection and Adoption (361.1)**

The Norwalk-Ontario-Wilton Board of Education recognizes its legal responsibility for the selection and adoption of all instructional materials used in the school district. The responsibility for reviewing and selecting instructional materials is delegated to the District Administrator and the professional staff of the school district.

Teachers 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 and affected by the new textbook will work in conjunction with administration in the recommendation of a new textbook or textbook series.

The staff involved will study sample textbooks, and rate each textbooks by comparing the textbooks to how they meet state standards, resources available if they are purchased, content and usability.

The staff will then present a written recommendation with invoices to the District Administrator for review. Following approval, the District Administrator will forward the recommendation to the Norwalk-Ontario-Wilton Board of Education for final adoption.

The textbook adoption process is cyclical in nature and new text will be purchased every seven to ten years.

Adopted: 9/13/10

Legal Reference: Section 120.13(5), 120.10(15) Wisconsin Statutes