

**BOARD AGENDA ITEM**  
**November 15, 2016**

**SUBJECT:**

Changes to Policy IJJ and Administrative Rule IJJ-R Textbook Selection and Adoption

**BACKGROUND:**

Policy IJJ establishes the basic structure for the adoption of textbooks to be used in the district. Administrative Rule IJJ-R outlines the process.

**ADMINISTRATIVE CONSIDERATION:**

The proposed policy and administrative rule update bring the textbook selection and adoption process in line with the district's current administrative structure. It also strikes a reference to a vague process for approving experimental course materials and replaces it with the process approved by the state board of education.

**RECOMMENDATION:**

Approve the proposed changes on first reading

**ATTACHMENT:**

Policy IJJ Textbook Selection and Adoption  
Administrative Rule IJJ-R Textbook Selection and Adoption

**PREPARED BY:**

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## TEXTBOOK SELECTION AND ADOPTION

Code **IJJ** Issued **1/02**

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Purpose: To establish a basic structure for the selection and adoption of textbooks to be used by the district.

All schools of the district are to use textbooks approved and designated for use by the county board of education.

For each subject area, selection committees composed of one teacher from each school will be appointed to review and recommend textbooks/instructional materials to the ~~associate superintendent for instruction~~. The ~~associate superintendent for instruction~~ will present the recommended lists to the county board of education for approval.

Textbooks/instructional materials must be selected from those on the approved list of the state department of education. ~~Textbooks/instructional materials for experimental courses would be approved through the experimental course approval process.~~

The district may request that the state board of education add a textbook or series to the approved list under the following circumstances:

- The textbook or series must be one that was reviewed by the state board, but not adopted.
- The boards of five or more districts may request in writing an addition to the approved state board list.
- The boards of two or more districts with a combined student population of 25,000 or more may request in writing an addition to the approved state board list.

The district will set up procedures for principals and teachers to request these additions.

Use of alternate textbooks/instructional materials must be approved by the chief officer of instruction the ~~associate superintendent for instruction~~.

Adopted 1974; Revised 9/13/88, 1/8/02

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Legal references:

A. S.C. Code, 1976, as amended:

1. Section 59-5-60(7) - General powers of state board.
2. Section 59-31-30 - Use of uniform series of textbooks; exceptions.
3. Section 59-31-40 - Adoption of new books.
4. Section 59-31-45 - Selection of textbooks.
5. Section 59-31-70 - Purchase of textbooks.
6. Section 59-31-75 - Textbooks required.

B. State Board of Education Regulations:

1. R43-251 - Selection and adoption of textbooks.

## TEXTBOOK SELECTION AND ADOPTION

Code **IJJ-R** Issued **1/02**

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### Procedures for textbook selection

A list of state adopted texts is distributed to each school.

Examination copies are received at the district office and in the schools.

For each subject area considering adoption, the school may send one teacher to the (subject) selection committee, i.e., the language arts selection committee, the biology selection committee, the math 1-5 selection committee.

Hearings or short presentations by the publishers may be scheduled for each committee.

Each committee attends the presentations, examines the texts/instructional materials and shares his/her knowledge with teachers at his/her school.

Each committee meets to discuss the texts/instructional materials, their suitability for students and their correlation to the state standards. Each committee recommends to the ~~associate superintendent for~~ chief officer of instruction the most appropriate text/instructional materials to be adopted for each subject. *Please note: There is no voting at the building level.* The representative should gather input from fellow teachers and discuss that with the committee. After careful study, the committee recommends one or more than one publisher as a committee choice.

The ~~associate superintendent for~~ chief officer of instruction presents the committee's recommendations to the board.

The board approves the list.

These texts/instructional materials become the adopted texts/instructional materials to be used in the district. Any alternate texts must be approved by the ~~associate superintendent for~~ chief officer of instruction. Requests for consideration of alternate materials are submitted by the principal to the chief officer of instruction through the appropriate executive director.

Texts/instructional materials are purchased using the state allocations.

Issued 1974; Revised 9/13/88, 1/8/02