# TEXTBOOK MATERIALS SELECTION AND ADOPTION

The Fremont Board of Education is responsible for all textbooks and other educational materials used in the School District. The Board of Education delegates responsibility to the professionally trained school personnel to review all textbook materials and to make a recommendation to the Board for their approval.

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**Administrative Regulation** **66F.2**

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**Textbook Adoption Guidelines:**

A. An elementary principal in grades K-6 and a department chair in grades 7-12 will be given responsibility for organizing a content/screening committee in the respective curriculum area to be studied.

B. There will be teacher representation from every grade level in grades K-6 and from subject areas in grades 7-12.

C. Research regarding changes in the curriculum area will be reviewed and evaluated.

D. Curriculum guides and curriculum goals and objectives are reviewed and updated.

E. Course syllabus or outlines listing course objectives will be reviewed and evaluated.

F. Where appropriate, school visitations, attendance at state and national conventions, and evaluation from outside consultants will be encouraged to determine the state of the curriculum area being studied.

G. Content objectives are sent to publishers asking them to identify where the objectives are found in their instructional materials.

H. The Content/Screening Committee and parent representation at the elementary level review the materials from the various publishing companies and narrow their selection down to three or four publishers.

I. Representatives from the three or four publishing companies are asked to present to the Content/Screening Committee.

J. Teachers and administrators serving on the Content/Screening Committee consult with teachers in their respective buildings in grades K-6 and with respective subject area teachers in grades 7-12 to evaluate the textbook materials from the top two publishers.

K. A vote of the teachers is taken to determine which curriculum materials will be recommended to the Curriculum Advisory Committee and subsequently to the Board of Education for approval.

L. A report is given to the Curriculum Advisory Committee giving the rationale for the recommended textbook.

M. A report is given to the Board of Education giving rationale for the recommended textbook.

N. The Board of Education accepts or rejects the recommendation.

**FREMONT PUBLIC SCHOOLS**
**Fremont, Nebraska**