

North Orange County Regional Occupational Program

Administrative Regulation

ROP AR 6162

TEXTBOOK AND RESOURCE MATERIAL PROCEDURES

I. DESIGNATED RESPONSIBILITIES

- A. The Assistant Superintendent, Educational Services or designee, shall have the responsibility to see that all policies, regulations, and procedures as they pertain to textbook acquisition by the Program are followed.
- B. The Assistant Superintendent, Educational Services or designee, shall coordinate the following activities for the necessary study and subsequent selection of textbooks to be recommended for Board adoption:
 1. A formal review of required and supplemental course textbooks used shall be undertaken as part of the course evaluation/revision process, prior to beginning a new program, or at any time in response to an expressed need.
 2. All instructors teaching the course for which books are under consideration shall be invited to participate on the Textbook Review Committee. In addition, the Textbook Review Committee shall consist of:
 - The curriculum chair from the appropriate occupational area
 - One other curriculum chair from another occupational area
 - An Administrator of Instructional Programs
 - The Coordinator, Curriculum and Instruction and/or Assistant Superintendent, Educational Services
 3. Program instructors will provide copies of proposed textbooks for the committee's review.
 4. Textbook Review Committee will submit recommendations to the Assistant Superintendent, Educational Services.
 - a. Consideration must be given to avoidance of discrimination as to sex, race, color, creed, national origin, age or physical or medical disability.

- b. Textbooks shall be reviewed with regard to established instructional criteria, including scope and sequence, accuracy, currency, appropriateness for student population and course objectives, organization, presentation, and inclusion of appropriate standards.
5. Once recommended for approval by the Textbook Committee, the textbook shall be submitted to the Board of Trustees for review and final adoption.
 - a. Once approved by the Board of Trustees, the Assistant Superintendent, Educational Services shall add the book title(s) to the approved textbook list and distribute that list to all departments.
 - b. Instructional Program Administrators may authorize purchase of revised editions of approved textbooks.
 - c. Instructors are required to use an adopted text.
 1. More than one text may be adopted for a given course *if* texts chosen are aligned with regard to scope and sequence of skills to ensure horizontal articulation.
 2. All instructors shall have the opportunity to participate in the review process as mentioned above.

II. TEXTBOOK DEFINITIONS

- A. A **required** textbook is intended to be used by pupils as a principal learning resource. The book covers major portions of course content and is used by students for the duration of the course. All required textbooks must be approved by the Board of Trustees for use within the Program.
- B. A supplemental textbook is defined as one covering part or all of the course affected. It is not intended for use as a required textbook but is intended to provide supplemental information.

III. CHALLENGE OF TEXTBOOKS AND SUPPLEMENTAL MATERIALS

Whenever the appropriateness of any Board-adopted textbook and/or supplemental material is challenged, the following procedure shall apply:

- A. The challenged textbook shall be described in writing including the author, title, publisher, edition, and other pertinent information of each item to which objection is being made.
- B. The written challenge shall be presented to the Assistant Superintendent, Educational Services.
- C. The Assistant Superintendent, Educational Services shall evaluate the questioned material and seek resolution to the challenge.
- D. If resolution cannot be reached, the written challenge shall be forwarded to the Superintendent. The Superintendent shall prepare a recommendation and forward it to the Board. The Board's decision shall be final.

IV. RESOURCE MATERIALS

The following are classified as **resource** materials (**not** textbooks):

- A. Instructor manuals
- B. Library reference and classroom materials
- C. Educational materials as defined in Education Code Section 60017; i.e., any audiovisual, electronic, or manipulative device, including but not limited to films, tapes, flashcards, kits, CDs, DVDs, study prints, graphs, charts, software, and multi-media systems
- D. Technical/reference manuals; code books; equipment procedural guides; MSDS; OSHA, HIPAA, and other industry/consumer documents
- E. Test materials, drills, exercise books, workbook forms, and answer sheets

V. SELECTION OF RESOURCE MATERIALS

The selection of instructional and audiovisual materials shall be done cooperatively by Program teachers and the Assistant Superintendent, Educational Services or designee. The basic criteria for selection shall be the following:

- A. The needs of individual students
- B. Provisions for a wide range of materials on differing levels of difficulty with diversity of appeal

- C. Provisions for different points of view
- D. Reliability, credibility, validity, and appropriateness of material
- E. Fair representation of diversity, including gender, age, race, religion, and disabilities
- F. Industry recommendation or requirement

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