

Textbook Adoption 2009-2010 Procedures

In the interest of having a fair, open, and ethical adoption, it is important that all of these basic rules are followed:

1. Publishers may arrange delivery of sample materials to the campus representatives via freight carrier. If special arrangements need to be made for delivery, publishers will contact the instructional specialist in charge of the adoption.
2. During any presentation, formal or informal, no derogatory remarks or comparisons of programs are to be made by the publishers' representatives, teachers, or committee members.
3. Committee members may meet with publishers' representatives on the campus only if these meetings have been approved by the building principal.
4. Publishers' representatives may display materials on campus and be available for questions, with the principal's approval prior to **December 18, 2009**.
5. Publishers' representatives may not make contact with campuses after **December 18, 2009**.
6. Publisher contact is limited to responding to a committee member's inquiry throughout the adoption process.
7. Publishers will have the opportunity to give a formal presentation to the subject-area committee. The instructional specialists for the subject area textbook up for adoption will coordinate these presentations.
8. The subject area committee will convene to vote. All District Textbook Committee decisions will be kept confidential until the Board of Trustees takes formal action on all recommendations.
9. The school district will require a letter from the publisher's district manager describing any services or materials that will be provided if the district adopts the publisher's materials (consultant services, manuals, supplementary materials, etc.) and a firm delivery timeline.

Any party violating these guidelines will be subject to the following consequences:

- (a) having the material published by the company disqualified from further consideration by the District;
- (b) being disqualified from service on the District Textbook Committee.