

Regulation IJJ-R

Las Cruces Public Schools

Related Entries: IJJ; JQ; JQ-R

Responsible Office: Deputy Superintendent for Instruction

TEXTBOOK SELECTION, ADOPTION AND USE

I. PURPOSE

This regulation sets forth the procedures that support the selection, adoption, and use of textbooks and other instructional material, both print and electronic, that support the district’s curriculum and are managed on a district-wide basis.

II. PROCESS

- A. The selection and provision of instructional materials within the Las Cruces Public Schools shall be consistent with adopted New Mexico Content Standards and the district’s curriculum standards. These materials shall be selected in the quantity and quality deemed appropriate by the professional staff and consistent with the financial resources of the District.
- B. The Associate Superintendent for Instruction shall establish and monitor a process for the systemic selection and updating of materials and will cooperate with the appropriate departments in the Finance and Operations Division regarding the purchasing and distribution of these materials.
- C. The District will follow the state instructional materials adoption cycle to provide resources that support standards-based instruction. However, if the Deputy Superintendent for Instruction, in consultation with school principals, identifies other needs, the district may purchase books outside of the adoption cycle.
- D. All textbooks and other instructional materials selected for use in all literature, science, social studies, and history must accurately portray the culture and racial diversity of our society and community, including lessons on the contributions made to our society by men and women from various racial and ethnic backgrounds.
- E. The Instructional Materials Review process shall include the review of Spanish materials, as available.
- F. All instructional materials will be evaluated by content experts, teachers, and appropriate bilingual staff with expertise in assessing language quality of texts and materials in Spanish.
- G. The Associate Superintendent for Instruction shall develop and publish on the district’s web site the calendar and locations for the review of the instructional materials by staff and the community. The calendar shall include a specific time

and location for Las Cruces Public Schools Board members to review all materials as part of the adoption process. This notice shall be provided to all Board members via email.

H. Selection

1. The Associate Superintendent for Instruction shall facilitate the process for the evaluation of textbooks and related instructional materials in accordance with this regulation.
2. Each campus will receive a full set of all materials, including Spanish materials, if available under consideration. These materials must be available to professional staff for thirty (30) calendar days prior to the final selection.
3. Textbooks and instructional materials are to be reviewed and evaluated by the professional staff to assure alignment with applicable New Mexico Content Standards.
4. The Associate Superintendent of Instruction will designate representatives to serve on the Textbook/Instructional Material Review Team.
 - a. The Textbook/Instructional Material Review Team will develop a rubric that mirrors the New Mexico Public Education Department's adoption review rubric for the review of all materials under consideration, including instructional materials in Spanish, if available.
 - b. Using the rubric, the Review Team shall evaluate all NM Public Education Department approved materials under consideration and shall select two or three choices for further review by the instructional staff in all schools.
5. Each school will designate a representative for the Textbook Selection Committee.
 - a. The Textbook Selection Committee will attend informational sessions for each textbook/instructional material selected for further review.
 - b. The Textbook Selection Committee will then present the information to the related content or grade level teacher at the school campus.
 - c. Using the rubric developed by the Textbook Material Review Team, each content/grade level teacher will evaluate and select their top choice. The content/grade level teachers will submit their completed rubric to the Textbook Selection Committee campus representative.
 - d. During the month that the textbooks are available for review on each campus, the principal shall notify parents of the adoption and

invite parents to view and comment on the materials under consideration.

- e. The School Advisory Committee meeting held during this month shall be devoted to the selection process and the member of the Textbook Selection Committee at that school will provide parents with information on each of the materials under consideration.

I. Adoption

1. The Associate Superintendent for Instruction shall compile and tabulate the campus final selection rubric and forward this recommendation to the Deputy Superintendent.
2. The Deputy Superintendent shall review the committee process to ensure that teachers, ~~and~~ parents, and Board members have been included in the process and that Spanish materials, if available, were included in the review.
3. The Deputy Superintendent shall advise the Superintendent of the selection and schedule a presentation for the Board of Education on the materials being recommended for adoption.
4. Once the Superintendent has approved the adopted textbook/instructional material, the Associate Superintendent for Instruction shall advise the schools of the adoption. The school principal will submit an order to the Department of Instruction.
5. The orders will be reviewed to ensure that sufficient textbooks have been ordered to ensure that each student will have a copy of the required textbook, based on available district resources provided by the State through the Instructional Material Fund.
6. The Associate Superintendent for Instruction will submit the order to the Materials Management department for processing.
7. The LCPS Materials Management department shall be responsible for ordering, receiving, processing, and distributing all textbooks and instructional materials.

J. Management of Instructional Materials/Textbooks

1. The Materials Management Office is responsible to ensure that all instructional materials are inventoried annually to ensure that materials are accounted for an available to be moved, if needed, between campuses to meet student enrollment needs.
2. The principal is responsible to ensure that the school conducts an annual audit of all textbooks that are checked out to all teachers and students and is responsible to ensure that all loaned instructional materials and textbooks are collected at the end of the academic year. It is the responsibility of each principal or his or her designee to notify the district textbook designee of any lost/stolen and/or damaged textbooks.

The principal or his or her designee must also determine whether the student should be held responsible for loss or willful damage to any and all textbooks.

3. The Deputy Superintendent shall provide an annual report to the Superintendent on the results of the school textbook inventory.
4. All funds collected for textbook damage and loss shall be deposited by the school in the school textbook non-adopted or adopted fund account, as the case may be. All funds shall be receipted at the time of collection from students, parents or guardians and at the time of deposit into the textbook non adopted or adopted fund account as the case may be.

K. Student Use

1. Textbooks and other instructional materials are purchased to support student learning and issues free of charge to enrolled students.
2. Payment for lost textbooks is the responsibility of each student or his or her parent/guardian (§22-15-10, NMSA 1978).
3. Students who damage a textbook by marking, tearing pages out, or otherwise damaging or defacing a textbook shall be charged a fine. In the case of textbooks that have been lost or damaged while specifically issued to a given student, the following fines shall be imposed:
 - a. For damage to a new book that makes the book unfit for use – full replacement cost;
 - b. For damage to a book (less than five years old) in good condition – 80 percent of replacement cost;
 - c. For major damage to a book in fair condition (more than five years old) – 50 percent of replacement cost;
 - d. For lesser damage to a book – charge to be determined by the principal.
4. Students must follow the following guidelines:
 - a. Ensure proper care and use of all textbooks;
 - b. Return textbooks at the close of the school year, or semester for semester-long courses; and
 - c. Reimburse the school for any lost, destroyed, or damaged textbooks issued to that student.
5. Any student failing to return textbooks shall forfeit his or her right to free textbooks until the parent/guardian pays for the textbooks previously issued, but not returned. If a book is not returned and payment is not made, the District may withhold the student's records, but shall not prevent the student from graduating, participating in a graduation ceremony, or receiving a diploma. If a student loses the textbook(s) and fails to return or pay for them, the school shall allow the

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student to use the textbook(s) at school during the day, but not out of class.

6. The District will not require an employee of the District to pay for a textbook that is stolen, misplaced, or not returned by a student; however, the District expects teachers to make a reasonable effort to monitor textbooks issued to students and ensure textbooks are returned in satisfactory condition.



Deputy Superintendent for Instruction

4/5/2019

Date Approved

History: New Regulation 10.31.13, Revised 9.20.18

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