

Descriptor Term: SELECTION/ADOPTION OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS	Descriptor Code: 602	Issued Date: 3/31/2010
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BOARD POLICY

Pursuant to 17 GCA (Education), Chap 4 (Curriculum & Texts), SS 4106.1 (Sufficient Textbooks and Supplies), the GEPB establishes the criteria for the selection/adoption of textbooks. The primary goal is to select the textbooks and instructional materials that best support the goals, objectives and the achievement of the standards and to provide for an effective instruction for student learning.

Public Law 28-45 on Every Child is Entitled to an Adequate Public Education Act; require adopted and required textbooks and workbooks to be issued to each public school student. Local funds for textbooks are provided to the Department of Education and all of Guam's K-12 private schools. Textbooks duly adopted by the Guam Education Policy Board (GEPB) are available to students in private elementary and secondary schools in Guam, without charge, upon request.

The Textbook Adoption Calendar sets forth the textbook subjects to be ordered each year, on a rotational basis, not to exceed seven (7) years of continuous use for any one (1) textbook and the Textbook Selection/Ordering Process Calendar provides the assurance that new and replacement textbooks are available by the opening of school year.

The following are the criteria for the evaluation and selection of textbooks and instructional materials:

- a. **TEACHER EVALUATORS:** Teacher evaluators serving on the Textbook Selection/Adoption Committee must have a current teaching certificate and currently be teaching in the subject to be adopted and have at least three (3) years of teaching experience in that subject.
- b. **TRAINING REQUIREMENT:** Teacher evaluators serving on the Textbook Selection/Adoption Committee must receive training on how to examine, evaluate and select textbooks, training on trends on textbook selection/adoption process, how to read and interpret scientific researched-based information, how to identify developmentally appropriate written texts, what makes for a weak textbook, what books appeal to students to read and understand, publisher bias, Do's and Don'ts of Textbook Selection, and how the best selection is made. An assessment of the training requirement shall be made and provided to the Superintendent.
- c. **SELECTION/ADOPTION OF MATERIALS:** Although many points must be examined in selecting/adopting textbooks and e-books, and instructional materials, the Textbook Committee shall evaluate and select the textbooks and instructional materials that most closely align and address the following:

- 1) Textbooks must be aligned with the DOE Content Standards and Performance Indicators and the district's external evaluation i.e. SAT-10. A correlation that aligns each textbook to the GPSS DOE Content Standards and performance Indicators and the district's external evaluation i.e., SAT-10 should be requested for each publisher and be made available to the teacher evaluators for their review.
- 2) Textbooks selected/adopted shall contribute toward continuity, integration and articulation of the curriculum.
- 3) Textbooks must be scientifically evaluated and/or have evidence of scientific researched-based data demonstrating its effectiveness.
- 4) Textbooks must have program organization i.e. sequence and organization of the subject program that provides structure to what students should learn each year and allow teachers to convey the content efficiently and effectively. The program content is organized and presented in a manner consistent with achieving the goals of the DOE K-12 Content Standards and Performance Indicators.
- 5) Textbooks need to have assessments that measure what students know and how well they know it. Instructional materials should contain strategies and tools for continually measuring student achievement. Assessment programs may include elements of conceptual understanding, basic and procedural skills, and problem solving.
- 6) Universal Access – Textbooks and Instructional Materials need to provide access to the standards-based curriculum for students with special needs and strategies to help the teacher provide access to any subject content for all students with regard to ability, language proficiency, and other at risk students.
- 7) Textbooks must address the needs of all learners.
- 8) No Dual Adoption. (Does not prevent a pilot program for adopting a different textbook.)
- 9) Textbooks are selected for seven (7) years. Special attention shall be given to their physical characteristics and durability, especially their bindings.
- 10) Copyright of textbooks in disciplines of Social Studies, Health, and Science must be within a three-year period of adoption. For all other disciplines, copyrights shall not exceed seven (7) years.
- 11) **Cost will be considered but will not be the sole determining factor in the selection process.**
- 12) Only materials received and acknowledged by the Procurement Office will be considered for adoption.

- 13) At the end of the selection process, an assessment of some form of evaluation of the process itself should be conducted.

d. PUBLISHERS:

- 1) Communication between the publishers and the teacher evaluators is strictly prohibited until such time the selection/adoption is final. Teacher evaluators are not to make any contact, engage in, or communicate in a way with any publisher whose textbook resources are being considered for adoption.
- 2) The workshop site for the selection/adoption is off-limits to publishers.
- 3) Publishers are required to provide certification that their textbook resources have demonstrated effectiveness and are scientific researched-based.

Adopted (TEMPORARY) by the GEPB on November 9, 2005, Regular Board Meeting, M.A. Sablan Elementary School

Adopted and Amended: 10/22/08; 03/31/10