

Section A - Introduction

The Board of Education has entrusted to the professional judgment of the administration and teaching staff the selection of required textbook materials which support the curriculum. However, the Board recognizes its legal responsibility to approve all textbook changes. The procedures outlined below are intended to facilitate the orderly processing of requests for textbook adoptions or deletions.

Section B - Procedures

1. Textbook change requests may be initiated by a single teacher, a group of teachers, or a departmental committee established for this purpose.
2. By February 1, all requests for textbook changes shall be submitted by the initiator(s) to the appropriate instructional supervisor for review. The instructional supervisor shall either endorse the request or disapprove it. If the request is endorsed, the instructional supervisor shall forward the request to the associate principal. If the request is disapproved, the instructional supervisor shall return the request to the initiator(s) together with the reason for the disapproval.
3. After conducting their review, the instructional supervisors shall submit endorsed requests to their associate principal by March 1. The associate principal shall review the requests with the principal and the associate principal shall either endorse them or disapprove them. If a request is endorsed, the associate principal shall forward the request to the superintendent or the superintendent's designee by the last school day in March. If a request is disapproved, the associate principal shall return the request to the appropriate instructional supervisor together with the reason for the disapproval.
4. The superintendent or designee shall review the requests and either endorse them or disapprove them. If a request is endorsed, the superintendent or designee shall forward the request to the Board of Education for approval by the fourth week of April. If a request is disapproved by the superintendent or the board, the superintendent or designee shall return the request to the appropriate principal together with the reason for the disapproval.

Section C - Forms and Additional Information

1. All textbook change requests, whether they involve a single hardbound text or a series of paperbacks, shall use the same form. The initiator of a textbook change request shall submit a completed copy of the Textbook Change Request form, together with a copy of any new text, when submitting a request. A copy of the Textbook Change Request form is attached to these procedures.
2. In general, textbook changes shall not be approved if the text to be dropped has been used less than five years. If a request involves dropping a text which has been used for less than five years, an extraordinary rationale shall accompany the request.
3. Recommended, but not required, supplemental instructional materials do not need the approval of the Board of Education provided each student is given the option to choose alternate material which, in the teacher's judgment, would satisfy the course requirements.
4. Those requests for textbook changes resulting from summer curriculum projects or extraordinary circumstances shall be presented to the Board of Education in July.

Sources: School Code of Illinois, Sec 5/28-6 to 5/28-21

Revised: July 23, 1979  
Revised: March 27, 1995  
Revised: May 29, 2001  
Revised: August 11, 2003

**GLENBROOK HIGH SCHOOLS  
TEXTBOOK CHANGE REQUEST**

**SECTION I**

(Answer all questions which are applicable to this request.)

- 1) School: \_\_\_\_\_ Department: \_\_\_\_\_ Course: \_\_\_\_\_  
Course Code(s): \_\_\_\_\_
- 2) Text to be Dropped or Replaced:  
Text Title: \_\_\_\_\_ Author: \_\_\_\_\_  
Publisher: \_\_\_\_\_ Edition: \_\_\_\_\_ Copyright Date: \_\_\_\_\_  
Cost of Text: \_\_\_\_\_ Year Text was Adopted: \_\_\_\_\_
- 3) Text to be Added or Adopted:  
Text Title: \_\_\_\_\_  
Author: \_\_\_\_\_  
ISBN # \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Edition: \_\_\_\_\_ Copyright Date: \_\_\_\_\_ Cost of Text: \_\_\_\_\_  
Estimate the number of copies of the text necessary for the next school year: \_\_\_\_\_
- 4) Cost of All Books and Required Materials used in Course  
In Current School Year: \$ \_\_\_\_\_
- 5) Cost of All Books and Required Materials to be Used in  
Course During the Next School Year: \$ \_\_\_\_\_
- 6) Brief Rationale for Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Request Submitted By: \_\_\_\_\_ Date Submitted \_\_\_\_\_
- 8) Action taken by the Instructional Supervisor: \_\_\_\_\_  
If disapproved, why? \_\_\_\_\_
- 9) Action taken by the Principal: \_\_\_\_\_

If disapproved, why? \_\_\_\_\_

If the textbook or workbook is being dropped, and no replacement is to be added, omit Section II and fill in Section III.

**SECTION II**

- 1) How will the adoption of this specific text aid in the attainment of the purposes of this course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate the proposed textbook::

to a limited extent	to some extent	to a fair extent	to a great extent
---------------------------	----------------------	------------------------	-------------------------

- 2) To what extent is the content of the book pertinent, relevant, and well organized? \_\_\_\_\_
- 3) Are the visuals of good quality? \_\_\_\_\_
- 4) Is the reading level of the text appropriate for the students for whom it will be adopted? \_\_\_\_\_

What is the reading level of the proposed book? \_\_\_\_\_

- 5) How many other textbooks were seriously considered? \_\_\_\_\_
- 6) If the copyright date of the proposed text is more than three years old, give a brief statement as to why you selected this book:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7) Please list any controversial passages (chapters and pages):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) Is the text unbiased to ethnic group and gender in its presentation?

Yes \_\_\_ No \_\_\_

If no, explain your response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9) Please indicate why you wish to change texts in this course at this time (check as many as you wish):

- Present text is out-of-date -- course needs updating.
- Proposed text will better help students reach course objectives.
- There is no text used at present; this is a new listing.
- Proposed text is more accessible to students in terms of readability.
- Present text is too expensive.
- Present text is unavailable.
- Proposed text is better written or better organized.
- Proposed text contains more appropriate content.
- Proposed text is more appropriate to students in course.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SECTION III

1) The book is being dropped because:

The book is not needed; we have sufficient materials elsewhere. \_\_\_\_\_  
The course content has been changed and the book is inappropriate. \_\_\_\_\_

2) Has the current text been used at least three years? \_\_\_\_\_

If not, provide a rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_