

PENN MANOR SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: February 8, 1999

REVISED:

108. ADOPTION OF TEXTBOOKS	
1. Authority SC 508, 801, 803	It is the responsibility of the Board to adopt all textbooks used for instruction in the educational program of this district.
2. Definition	For purposes of this policy, textbooks shall be defined as a book and all supplementary materials which will be used for the basic instruction of a student in a specific course.
3. Delegation of Responsibility SC 803	<p>The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbook shall be made without his/her recommendation, except by a two-thirds vote of the Board.</p> <p>The Superintendent or designee shall develop and implement a plan for the selection of textbooks.</p>
4. Guidelines	<p>Guidelines for selecting textbooks include the following:</p> <ol style="list-style-type: none"> 1. Professional staff members selected by the Superintendent or designee shall participate in the selection process. 2. Textbooks with copyright dates more than five (5) years old shall be reviewed for their continuing suitability. 3. The staff shall continually research new sources of textbooks. 4. Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance.

<p>School Code 508, 801, 803</p>	<p>In considering the approval of any proposed textbook, the Board will evaluate its: Suitability for the maturity level and educational accomplishment of the students who will be using the book.</p> <ol style="list-style-type: none">1. Freedom from bias.2. Relationship to the curriculum.3. Relationship to a continuous multigrade program.4. Manner of selection.5. Cost.6. Appearance and durability. <p>A list of all approved textbooks shall be prepared and maintained. It shall be reviewed periodically by the Superintendent and made available for the information of the professional staff and Board members.</p>
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