

# PENN MANOR SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: September 13, 2010

REVISED:

108. ADOPTION OF TEXTBOOKS	
1. Authority SC 508, 801, 803	The Board is responsible for adopting all textbooks used for instruction in the district's educational program. The Board shall establish a planned cycle of textbook review and replacement.
2. Definition	<b>Textbooks</b> shall be defined as the books used as the basic source of information in the planned instruction.
3. Delegation of Responsibility SC 508, 803	<p>The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbooks shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board.</p> <p>The Superintendent or designee shall establish administrative regulations for reviewing, evaluating and selecting textbooks.</p>
4. Guidelines	<p>Guidelines for selecting textbooks include the following:</p> <ol style="list-style-type: none"> <li>1. Professional staff members selected by the Superintendent or designee shall participate in the selection process.</li> <li>2. Textbooks with copyright dates more than five (5) years old shall be reviewed for their continuing suitability.</li> <li>3. The staff shall continually research new sources of textbooks.</li> <li>4. Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance.</li> </ol> <p>In considering the approval of any proposed textbook, the Board will evaluate its:</p> <ol style="list-style-type: none"> <li>1. Suitability for the maturity level and educational needs of the students who will be using the book.</li> </ol>

<p>Pol. 105.1</p>	<ol style="list-style-type: none"><li>2. Freedom from bias.</li><li>3. Relationship to the curriculum.</li><li>4. Relationship to a continuous multigrade program.</li><li>5. Manner of selection.</li><li>6. Cost.</li><li>7. Appearance and durability.</li></ol> <p>A list of all approved textbooks used in district schools shall be maintained by the Superintendent or designee and shall be available to Board members, district staff, students, parents/guardians and community members.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 801, 803</p> <p>Board Policy – 000, 105.1</p>
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