

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

108-AR-2. GUIDELINES FOR EVALUATING TEXTBOOKS

Scope

1. The text covers all the concepts and academic standards included in the scope of the guide for planned instruction for this course.
2. The sequence and organization of course concepts is consistent, logical and developmentally sound.

Format/Illustrations

1. The appearance of the text is appealing to students.
2. Illustrations are functional, serve a practical purpose, and assist with motivation.
3. Illustrations, diagrams, tables, and charts give meaning to the instruction.
4. The layout and design of the text contributes to its readability.
5. The illustrations portray the multi-ethnic diversity of society.
6. Females and males are equally represented in illustrations and shown in varied and non-stereotyped roles.

Teacher Editions

1. Teacher editions clearly state the learning objectives for each lesson or unit.
2. The lesson notes provide a variety of suggestions for presenting the material in each unit.
3. Teacher editions include reproduction of student test pages with answers over-printed.

Content

1. The reading level is appropriate to the grade level and the ability of the student.
2. The development of new concepts and skills is clear and easy for students to follow.

3. The text provides for a range of student abilities.
4. The content is up-to-date.
5. Definitions are clearly stated and use correct and standard terminology.
6. Solutions to example problems are clearly shown and explained so that students can easily follow them.
7. A sufficient number of worked-out example problems are provided to illustrate the solution to a variety of related problem situations.

Skill/Concept Development

1. The lessons follow a simple, logical pattern so that concepts will be easy for students to grasp.
2. A sound, workable method is presented for problem-solving.
3. Important skills and concepts are reviewed at the end of each chapter or unit.
4. The difficulty level of exercises is appropriate to the ability level of the students.
5. Enough practice and maintenance exercises are provided so that all students can master the skills.
6. Practice exercises are graded according to difficulty.
7. A sufficient number of corrective practice exercises are given for students who need extensive practice.
8. A sufficient number of enrichment practice exercises are given for students who need to be challenged.
9. Answers to certain exercises are included so that students can check their own work.

Testing

1. The text provides periodic cumulative review and testing to determine student strengths and weaknesses.
2. The text contains review, summary, and unit tests for practice and reinforcement.

Materials

1. Optional supplementary materials are available, such as duplicating masters, tests, teacher manuals, and solution keys.

Learner Verification

1. Feedback from schools using this text is favorable.

Computer Materials

1. Reviewed by district IT staff for compatibility.
2. A computer management system is available.
3. Computer-assisted instruction courseware is available.

Mastery Learning

1. Corrective materials are available.
2. Enrichment materials are available.
3. Differentiated activities are available to address varied ability levels.