

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

108-AR. TEXTBOOK REVIEW AND SELECTION

The Board adopts textbooks recommended by the Superintendent, in accordance with Board policy.

The adoption of a textbook will be in effect for five (5) school years, unless unforeseen conditions or circumstances warrant a change. Textbooks with copyright dates older than five (5) years will be reviewed for their continued suitability.

A request to select a new textbook may be initiated by any teacher through the department coordinator, building principal or other members of the administrative staff. S/He will file a Textbook Adoption request with the Superintendent or designee, in writing, on or by November 1. The request will include a projected cost estimate.

Following approval of the request to adopt a new textbook by the Superintendent or designee, the building principal or department coordinator will establish and chair a Textbook Selection Committee. The committee will consist of:

1. Department coordinator/principal.
2. A minimum of two (2) teachers from the grade level or course in which the textbook will be used.
3. An appropriate reading specialist/teacher.

It will be the responsibility of the Committee chairperson to:

1. Obtain materials.
2. Provide the guidelines to be used in the evaluation.
3. Schedule and convene the Committee.

It will be the overall responsibility of the Committee to:

1. Review all materials presented.
2. Attend meetings.
3. Complete the Textbook Evaluation Form and submit the completed form to the chairperson.
4. Inform colleagues of choice and secure their input.

Following the review of all textbooks by the Committee, the chairperson will make a recommendation to the Superintendent or designee for adoption. This process must be completed by February 28.

The Superintendent or designee will review the recommendation and, if approved, will present it to the Board for adoption by May 1.