

# FAIRVIEW SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: June 20, 1994

REVISED: February 25, 2008

108. ADOPTION OF TEXTBOOKS	
<p>1. Purpose SC 508, 801, 803</p>	<p>It is the responsibility of the Board to adopt all textbooks used as part of the educational program of this district.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent shall annually supply the Board with a plan for the review of current textbooks. This plan shall include the revision and adoption of new materials in all curriculum areas.</p> <p>The Superintendent, after consulting with his/her administrators and teachers, shall decide when a textbook is to be adopted or changed. The Superintendent shall compile a list of his/her recommendations, including a listing of all textbooks and materials including computer software currently in use by the district. This textbook list is to be approved by the Board no later than June of each year.</p>
<p>SC 508, 803</p> <p>3. Guidelines</p>	<p>Adoption or change of textbooks can be made with the Superintendent's recommendations, except by a two-thirds vote of the Board.</p> <p>The Superintendent is directed to apply the following guidelines in developing a plan for the selection of textbooks:</p> <ol style="list-style-type: none"> <li>1. Professional staff members selected by the Superintendent shall participate in the selection process.</li> <li>2. Textbooks with copyright dates more than five (5) years old shall be reviewed annually 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>

In considering the approval of any proposed text book, the Board will evaluate its:

1. Suitability for the maturity level and educational accomplishment of the students who will be using the book.
2. Freedom from bias.
3. Relationship to the curriculum.
4. Relationship to a continuous multigrade program.
5. Impact on community standards of taste.
6. Manner of selection.
7. Cost.
8. Appearance and durability.
9. Suitability for students to achieve outcomes approved in courses of study.

The adoption of new textbooks and materials, including software, shall be handled in the following manner:

1. The Director of Curriculum, Instruction and Assessment shall make available to the subject area teacher sample books and materials, including software, from several publishing companies.
2. The teachers, by subject area and/or grade level, shall review all available materials.
3. Upon completion of this review, the teachers, through the department head or grade level chairperson where applicable, will submit their choice to the building principal and/or the Director of Curriculum, Instruction and Assessment.
4. The administrators will evaluate the selection and forward his/her recommendations to the Director of Curriculum, Instruction and Assessment.
5. The Superintendent will review the recommendations and, if acceptable, present the same to the Board of School Directors for its approval by April.

New textbooks need not be requested or adopted in accordance with the schedule if either of the following criteria are met:

1. The books currently being used are in acceptable condition and meet the needs of the established curriculum.
2. The cost of the purchase of the recommended textbooks is prohibitive in relation to the budget. This constraint may be overridden by a two-thirds vote of the Board.

Textbooks Currently In Use (Inventory)

To assist in the evaluation of the textbooks currently in use, an inventory of these materials will be made annually. This inventory list will furnish the information needed to provide budgetary input and program status, as well as evaluative data. To accomplish this goal, the administration shall do the following:

1. The Director of Curriculum, Instruction and Assessment, as part of the end-of-the-year procedure, shall gather from every teacher a list of textbooks being used in his/her class(es). This inventory shall be submitted on a district-approved inventory form.
2. This list will be submitted to the Board each year when new textbooks are adopted – no later than June of each year.

References:

School Code – 24 P.S. Sec. 508, 801, 803