

Book	Policy Manual
Section	100 Programs
Title	Adoption of Textbooks
Number	108
Status	First Reading
Adopted	September 23, 2013
Last Revised	November 19, 2018

### **Authority**

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. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Definition**

**Textbooks** shall be defined as the books, [in print or digital format](#), used as the basic source of information in the planned instruction.

### **Delegation of Responsibility**

The Superintendent, [after consultation with administrative staff](#), 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. [\[1\]](#)[\[3\]](#)[\[4\]](#)

The Superintendent or designee shall establish administrative regulations for reviewing, evaluating and selecting textbooks ~~according to the following guidelines:~~

- ~~1. Professional and administrative staff members designated by the Superintendent shall participate in the selection process.~~
- ~~2. Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance.~~

### **Guidelines**

#### ~~Standards for Approval~~

~~In considering the approval of any proposed textbook, the Board shall evaluate its:~~

- ~~1. Suitability for the maturity level and educational needs 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. Cost.~~
- ~~6. Appearance and durability.~~

### **Records**

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. [5][4]

Legal

1. 24 P.S. 508
2. 24 P.S. 801
3. 24 P.S. 803
4. Pol. 105.1

Pol. 000

Last Modified by Janet Nahay on November 1, 2018