

IROQUOIS SCHOOL DISTRICT

Textbook Adoption Policy

(Adopted:)

(Revised: 02/15/2000)

PURPOSE:

It is the responsibility of the Board to adopt all textbooks used as part of the educational program of this district.

DEFINITION:

For the purposes of this policy, textbook shall be defined as those books which are purchased in the classroom quantity or more and which are issued to each student in the class.

RESPONSIBILITY:

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbook shall be made without the Superintendent's recommendation except by a two-thirds vote of the Board.

SELECTION GUIDELINES:

1. The Superintendent shall develop a plan for the selection of textbooks.
2. Professional and administrative staff representatives selected by the Superintendent shall participate in the selection process.
3. Representatives will review courses of study.
4. Representatives will preview sample books.
5. Representatives will match courses of study with proposed textbooks.
6. Representatives will review proposed textbooks to the attainment of Pennsylvania Academic Standards and correlation to the Pennsylvania System of School Assessment.
7. Textbook selection will be by committee vote of the representatives.
8. Final review will be made by the Superintendent or his/her designee.

9. The Superintendent will present final text to the Curriculum Committee of the Board with selection rationale. Included in the presentation will be the number of books needed, cost per book, subject area and grade.
10. Textbook will be reviewed by the Curriculum Committee.
11. Final decision will be made by the full Board.
12. Textbook proposals must be submitted for final Board approval by March of the academic year to be included in budget preparation for the following school year.

BOARD STANDARDS FOR APPROVAL:

In considering the approval of any proposed textbook, the Board will evaluate the textbook for:

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 the attainment of student academic standards and the Pennsylvania System of School Assessment
5. Relationship to a continuous multi-grade program
6. Impact on community standards of taste
7. Treatment of minorities and sexism in order to support social fairness
8. Manner of selection
9. Cost
10. Appearance and durability

ASSURANCES:

The school district shall require a one (1) year written warranty for all defects in material and workmanship and shall require a two (2) year warranty that the textbooks do not contain material errors or inaccuracies.

The administration shall provide three (3) references to other educational agencies that are currently using the materials to the Superintendent prior to adoption.

RECORD:

A list of all approved textbooks shall be prepared and maintained. It shall be reviewed periodically by the Superintendent and made available for the use of the professional staff and the Board.

Textbooks with copyright dates more than seven (7) years old shall be reviewed annually for their continuing suitability.

Textbooks currently in use shall be periodically evaluate for their continuing usefulness and relevance.

DISPOSAL:

The Superintendent shall develop a plan for the disposal of used textbooks according to the following guidelines:

1. Teachers of the District will have the first opportunity to select materials from the used textbooks to use as reference materials for their classrooms.
2. Textbooks will be offered for sale to interested textbook companies or other school systems.
3. All other materials or textbooks remaining will be destroyed.