

ALLENTOWN SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: 12/16/99

REVISED:

108. ADOPTION OF TEXTBOOKS	
1. Purpose SC 508, 801, & 803	The Board is responsible for the adoption of textbooks used as part of the educational program of the district. Books supplementary to textbooks regularly adopted shall be adopted in the same manner as textbooks are herein required to be adopted.
2. Definition	For purposes of this policy, "textbooks" shall be defined as those books which are purchased or acquired in classroom quantity or more and which are issued to each student in a class.
3. Responsibility SC 803	The Superintendent shall be responsible for the recommendation of textbooks for Board consideration. The Assistant Superintendent for Curriculum, Assessment, and Instruction shall make recommendations to the Superintendent, of textbooks selected. The Assistant Superintendent for Curriculum, Assessment, and Instruction or her/his designee shall oversee the work of textbook selection committees.
SC 803	No adoption or change of textbooks shall be made without the Superintendent's recommendation except by a two-thirds vote of the Board. School principals shall maintain a current list of all textbooks used in their schools. Annually they shall submit their lists to the Assistant Superintendent for Curriculum, Assessment, and Instruction. S/he shall review these lists and revise planned instruction documents to include all applicable textbooks. S/he shall also make these lists available to the Superintendent.
4. Selection Plan Guidelines	Textbooks shall be selected according to the following guidelines: A. A committee of professional staff members shall participate in the selection process; B. The staff shall continually research new sources of textbooks; C. Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance; and

<p>5. Selection Criteria</p>	<p>D. All recommendations of any textbook selection committee shall be presented to the Assistant Superintendent for Curriculum, Assessment, and Instruction. Upon reviewing the committee's findings, s/he shall either make a recommendation to the Superintendent or notify the committee of the reasons why s/he cannot support the committee's recommendation.</p> <p>In considering the adoption of any textbook, the committee shall consider the following criteria and report on its findings regarding them:</p> <ul style="list-style-type: none">A. Suitability for the maturity level and educational accomplishments of the students who will use the book;B. Freedom from bias;C. Relationship to national and state academic standards;D. Relationship to the curriculum;E. Alignment to a program of continuous progress;F. Cost;G. Appearance and durability; andH. Other.
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