

SECTION: PROGRAMS

TITLE: ADOPTION OF  
TEXTBOOKS

ADOPTED: March 14, 1994

REVISED:

# Farrell Area School District

## 108. ADOPTION OF TEXTBOOKS

1. Purpose  
SC 801,  
803

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

2. Definition

For purposes of this policy, textbooks shall be defined as those books which are to be used as the basic source of any information in any class.

3. Respon-  
sibility  
SC 508

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 his/her recommendation except by a two-thirds vote of the Board.

4. Guidelines

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

professional staff members selected by the Superintendent shall participate in the selection process.

textbooks with copyright dates more than five (5) years old shall be reviewed annually for their continuing suitability.

the staff shall continually research new sources of textbooks.

textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance.

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

suitability for the maturity level and educational accomplishment of the students who will be using the book.

freedom from bias.

relationship to the curriculum.

relationship to a continuous multigrade program.

impact on community standards of taste.

cost.

appearance and durability.

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 for the information of the Board, students and community.

The principal shall ensure that all textbooks and workbooks, either purchased by the Board or donated, shall be properly used and that text book accounting is maintained within each school.

The disposition of old and obsolete textbooks shall be accomplished and recorded under the direction of the principal.

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