



Book	Policy Manual
Section	100 Programs
Title	Instructional Materials
Number	108
Status	Final Reading and Adoption
Adopted	October 4, 1995
Last Reviewed	May 21, 2018

Purpose

The primary objective for the use of textbooks, ~~library books, and instructional materials~~ is to implement, enrich, and support the educational program of the school district. ~~The range of instructional materials is determined by the needs of the individual school program based on knowledge of the curriculum and on requests from administrators and teachers; needs of the individual student based on knowledge of children and youth; and requests by parents and students. This range must include acceptable levels of quality; various levels of difficulty; diversity of appeal; and presentation of different points of view. It is the responsibility of the Board, by a vote of a majority of the full Board, to adopt all textbooks used for instruction in the educational program of this district. [1][2].(24 P.S. 508, 801, 803).~~

Definition

For purposes of this policy, **textbooks** shall be defined as books used as the basic source of information for whole class instruction.

Delegation of Responsibility

~~The responsibility for the coordination of the selection of textbooks, library books and instructional materials for the school district rests with the Superintendent. Teachers, principals, department supervisors and chairpersons, librarians and students should be involved in the selection process.~~

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration ~~and maintenance of all resource materials~~. No adoption or change of textbooks shall be made without ~~his/her~~ the Superintendent's recommendation except by a two-thirds vote of the Board. [1].(24 P.S. 803).

The Superintendent or designee shall develop and implement a plan for the selection of textbooks.

Selection Guidelines

~~The evaluation and selection of textbooks, library books, and instructional materials should be in accordance with community standards and without any racial, sexist or religious biases. Reputable, unbiased, professionally prepared selection aids should be consulted as guides.~~

Complaint Procedures

~~Occasional objections to a selection may be made by the public, despite the care taken to select valuable materials for educational use.~~

~~The principles of the freedom to read and of the professional responsibility of the staff must be defended:~~

- ~~1. If a complaint is made, the complainant will file his/her objections in writing to the Superintendent.~~
- ~~2. The Superintendent will appoint a review committee to examine the materials in question and make a recommendation. The review committee should be as broad based as possible and include members of the administrative and instructional staffs, community members and students.~~
- ~~3. The review committee will read and examine the materials, textbooks, or library books in question and check general acceptance of the materials by reading reviews; weigh values and faults against each other and form an opinion based on the material as a whole and not on passages pulled out of context; meet to discuss the materials and to prepare a report of its findings; and file a copy of the report with the Superintendent.~~
- ~~4. Decisions of the review committee will be evaluated by the Superintendent, who shall report his/her findings and/or decision to the Board of Education.~~

Guidelines

Guidelines for selecting textbooks may include the following:

1. Professional staff members selected by the Superintendent or designee shall participate in the selection process.
2. The staff shall continually research new sources of textbooks.
3. Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance.

In considering the approval of any proposed whole class textbook, the Board will 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. Cost
5. Appearance and durability.

A list of all approved textbooks shall be prepared and maintained. It shall be reviewed periodically by the Superintendent or designee and made available for the information of the professional staff, Board members, students, and parents/guardians. (Pol. 105.1).

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| Legal | 1. 24 P.S. 803 |
| | 2. 22 PA Code 5.211 |

Last Modified by Mrs Regina Urso on May 14, 2018