

SELECTION AND ADOPTION OF TEXTBOOKS AND WORKBOOKS

The Board will purchase all textbooks and workbooks that are used by the students of the district as provided for by law and the purchasing policies of the district. A simple majority vote of the full Board is necessary to adopt a new textbook where the old textbook has been in use for less than five years.

TEXTBOOKS

The adoption of textbooks shall adhere to the following procedures:

1. Textbooks when adopted as basic texts shall be used by all appropriate classes and grade levels in the district.
2. Requests to consider new textbooks for adoption may originate from the Board, teachers, or administrators.
3. Appropriate faculty committees shall be formed to survey available texts.
4. Recommendations of textbook study committees shall be made known to interested grade level or subject matter teachers.
5. Recommendations of the textbook study committee shall be submitted to the Superintendent.
6. Upon the approval of the Superintendent, a recommendation for adoption will be made to the Board of Education.
 - 6.1 Procedures for the adoption of multiple texts for a grade level, subject area, or course shall be the same as for textbooks.
 - 6.2 In some instances, reading lists will take the place of basic or multiple text materials. In these instances, reading lists shall be adopted by the Board of Education upon recommendation of the Superintendent.

SUPPLEMENTARY TEXTS

1. Supplementary texts, defined as those which are expected to be used in quantities not to exceed room sets shall be used as a resource and supplement to the regular text materials.
2. Procedures for the selection of appropriate supplementary text materials shall be the same as those for the adoption of textbooks with the exception that Board approval is not required.

WORKBOOKS

1. Workbooks are used as a supplement to text material or teacher instruction.
2. Procedures for the selection of appropriate workbook material shall be the same as those for the adoption of textbooks with the exception that Board approval is not required.

APPROVED: BOARD OF EDUCATION

DATE: February 21, 1989

REVISED: December 7, 1993