



**POLICY 106 -- ADOPTION OF TEXTBOOKS**

**1. Purpose**

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. Responsibility**

The Superintendent or his/her designee 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. Selection Guidelines**

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

- . Professional staff members selected by the Superintendent or his/her designee shall participate in the selection process with said process directed by the school's principal.
- . Textbooks with copyright dates more than five 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.

**5. Standards for Approval**

In considering the approval of any proposed textbook, the Board will ensure 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 multi-grade program; manner of selection; cost; appearance; and durability.

**6. Record**

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