

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: October 14, 1991

REVISED:

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, <b>textbooks</b> shall be defined as those books which are to be used as the basic source of any information in any class.
3. Delegation of Responsibility SC 508	The Superintendent, in consultation with building principals, department chairpersons and teachers, 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 (2/3) vote of the Board.
4. Guidelines	<p><u>Adoption</u></p> <p>Textbook adoptions are made when texts have become worn out; are outdated; or when newer, sounder philosophies seem to indicate that better teaching would ensue if newer text materials were purchased. For practical purposes texts are purchased, where possible, in six (6) year cycles.</p> <p><u>Selection</u></p> <p>Textbooks are selected under the leadership of the administrators and department heads; the elementary grade and subject committees and the secondary department chairpersons study intensively all available texts and research material. Sample sets and desk copies are made available for classroom use prior to any final decision.</p> <p>Since the texts will be used by many teachers, their ideas are carefully considered. If a teacher believes s/he has found an outstanding textbook, this information should be brought to the attention of the principal, department head, or chairperson of the area concerned. Following this and depending on the funds available, the teacher's choice may be recommended for consideration at the time of the next adoption in the area concerned.</p>

Textbooks shall be ordered before the close of school in June and earlier, if possible.

Orientation

Principals and department heads shall arrange to work, demonstrate and confer closely with teachers in the classroom when a new series is adopted. Sample sets and desk copies distributed to selected classrooms enable teachers to have an opportunity to work with the materials. Consultant services are available from all major text publishers.

Purchases

Unless it was decided, through a textbook committee, that the district would purchase new texts, extra copies of the text currently in use will be purchased, rather than purchasing enough copies of a different book to equip one section.

The exception to this general procedure is when a newer edition of the basal text in use; in this case, enough copies for a section will be purchased.

Continuity (Series)

Continuity is essential in learning any skill. It is important to start with the sample, include all the skill building necessary, and develop all the concepts in order to arrive at the complex. Many children experience difficulties because they have missed some essential skill early in their scholastic life. A good basal text, carefully chosen and used wisely, helps to ensure a continuity of skill, if continued from grade to grade.

Workbooks

Workbooks are used at both the primary and intermediate grade levels, and with special groups at the secondary school level. At the primary level, writing in the workbook is permitted at the intermediate and secondary grade level. At the primary level, writing in the workbook is permitted; hence, the primary workbooks are expendable. Writing in the workbooks is permitted at the intermediate and secondary grade level. However, it is recommended that during the first two (2) years of use, answers be written on separate sheets of paper and turned in to the teacher. During the third year answers can be placed in the books, and reorders will be placed.

Department chairpersons shall recommend their selections through the same process used in ordering texts.

<p>School Code 508, 801, 803</p>	<p><u>Lost Books</u></p> <p>Inasmuch as the School Board provides all the textbooks, if a child loses a book, under ordinary circumstances, s/he must pay a prorated cost for it.</p> <p><u>Textbook Condition</u></p> <p>A once a month check should be made by the teacher and class as they work cooperatively to keep materials clean, free of excess papers, etc. The principal is expected to spot check all such school equipment and materials periodically.</p> <p><u>Inventory of Textbooks</u></p> <p>An accurate inventory check shall be completed in June.</p> <p><u>Supplementary Materials</u></p> <p>General operational policy would indicate that if the material in question is an accepted part of the instructional program, provision should be made for the item within the regular school budget. Under no circumstances will a student be required to pay a fee for such a purpose. Participation must be on a completely voluntary basis.</p>
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