

DELAWARE VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: APRIL 18, 2013

REVISED: APRIL 11, 2013

| 108. ADOPTION OF TEXTBOOKS | |
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| 1. Authority SC 508, 801, 803 | It is the responsibility of the Board to adopt all textbooks used for instruction in the educational program of this district. |
| 2. Definitions | For purposes of this policy, textbooks shall be defined as books used as the basic source of information in class. Education Committee shall be used to include the Open Forum on Educational Excellence Committee or future committees addressing academics. |
| 3. Delegation of Responsibility SC 803 | The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbooks shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board. The Superintendent or designee shall develop and implement a plan for the selection of textbooks. |
| 4. Procedure | <p>Textbook Adoption Procedure</p> <p>Existing textbooks will be reviewed and replaced on a ten year cycle at a minimum, or as requested as new courses are adopted.</p> <ol style="list-style-type: none"> 1. Department Chairs, teachers, principals and the Director of Curriculum will review at least three textbooks, if available. Sample textbooks will be requested from the vendors by the Director of Curriculum and/or Department Chair. Vendors will present the textbooks to members of the faculty and to administrators. 2. Potential textbooks will be placed in the conference/seminar room in each respective building office area along with blank copies of the Textbook/Program Evaluation Criteria (TPEC) and a textbook sign-out sheet. The TPEC will be utilized to evaluate all potential textbooks. Building principals will advise teachers of the location of the textbooks and will encourage teachers to complete |

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| | <p>the TPEC. Teachers may sign-out and review the textbooks in another area if they so choose. Teachers may complete the TPEC individually, in grade level or subject area groups, or anonymously.</p> <ol style="list-style-type: none">3. The completed TPECs will be returned to the building principal who will forward them to the Director of Curriculum to tally. The results will be shared at a district wide and/or building level meeting as appropriate, and discussed with the respective group of teachers and administrators. Career and Technical Education (CTE) teachers will present proposed textbooks and TPEC results at the individual Advisory Council meetings.4. The outcome of the TPEC(s) will be shared with the Education Committee. The textbooks will be available at that time for the committee to view. Each proposed selection will be presented to the Superintendent by the Education Committee who will make the textbook recommendations to the School Board. The Education Committee will share information with the building PTAs, who will present the information at their meetings.5. The proposed textbooks will be tentatively added to the district wide textbook list and placed on display for School Board members to view. This will take place prior to adoption, at an annual School Board meeting.6. The TPEC will be evaluated on an annual basis during the teacher work day. The building principal will organize this activity and will provide any/all recommendations to the Director of Curriculum who will share the results with the Education Committee for possible revision of the TPEC. |
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