

NORTHERN TIER CAREER CENTER

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: June 28, 2012

REVISED:

108. ADOPTION OF TEXTBOOKS	
1. Authority SC 508, 801, 803, 1850.1	It is the responsibility of the Joint Operating Committee to adopt all textbooks used for instruction in the educational program of the career center.
2. Delegation of Responsibility SC 508, 803	<p>The Administrative Director shall be responsible for the selection and recommendation of textbooks for Joint Operating Committee consideration. No adoption or change of textbooks shall be made without the Administrative Director's recommendation, except by a two-thirds vote of the Joint Operating Committee.</p> <p>The Administrative Director or designee shall develop administrative regulations for the selection of textbooks.</p>
3. Guidelines	<p>Guidelines for selecting textbooks may include the following:</p> <ol style="list-style-type: none">1. Professional staff members selected by the Administrative Director 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 evaluated periodically for their continuing usefulness and relevance. <p>In considering the approval of any proposed textbook, the Joint Operating Committee will evaluate its:</p> <ol style="list-style-type: none">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 Administrative Director or designee and made available for the information of the professional staff and Joint Operating Committee members.

References:

School Code – 24 P.S. Sec. 508, 801, 803, 1850.1

Joint Operating Committee Policy – 000, 105.1