

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: October 20, 2011

REVISED:

	108. ADOPTION OF TEXTBOOKS
1. Authority SC 508, 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 vocational technical school.
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. Delegation of Responsibility SC 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 and implement a plan for the selection of textbooks.</p>
4. 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.

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<p>Pol. 105.1</p> <p>School Code 508, 803, 1850.1</p> <p>Joint Operating Committee Policy 105.1</p>	<p>3. Relationship to the curriculum.</p> <p>4. Cost.</p> <p>5. Appearance and durability.</p> <p>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, Joint Operating Committee members, students and parents/guardians.</p>
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