Textbooks

All textbooks used in the district must be approved by the Board of Education. The Superintendent will recommend textbooks to the Board for approval after proper study and evaluation by the designated staff members. Adequate time shall be provided after the recommendation by the Superintendent for members of the Board to examine the textbooks before a final vote of approval is taken.

The term "textbooks" is here intended to include only basic comprehensive texts required for use in the class and issued to the pupil as an integral part of the instructional process.

The Superintendent shall recommend and the Board of Education will adopt rules which provide for proper procedure of adoption and use of textbooks.

Legal Reference
Education Law, Sections 701, 702 and 704

Policy Adopted
January 10, 1963
Amended: November 14, 2007

Approval Procedure

1. Textbooks shall be examined for the purpose of adoption by a committee of teachers appointed for this purpose. When a principal determines that new textbook(s) is/are to be selected, he/she shall appoint a committee representing the teachers from her/his school in the grade or department involved, the department chairperson/director (if any) and other specialists if appropriate. Consultation among principals will occur to ascertain mutual instructional needs. If so, the principals involved shall make provision for coordinating the selection and recommendation of textbooks. When a district committee is charged to evaluate textbooks, grade level or department representatives shall discuss the selection with the teachers they represent before a district committee recommendation is made.

2. The committee shall recommend the textbook, textbooks or textbook series which best satisfy the philosophy, objectives and content of the course and/or the school program. The committee shall select a chairperson who will see that records of meetings are kept which will form the basis of the written recommendation which must be submitted to the principal(s).

    a. Committee members will individually and collectively screen available textbooks in the field under consideration and agree upon a recommendation. The chairperson will write a report indicating the reasons for the recommendation. The chairperson will see that dissensions from the committee decisions and/or variations in point of view are included in the report as deemed pertinent by the committee. Such information may be part of the chairperson's report of supplements written by the committee members concerned. The chairperson will also complete the Textbook Appraisal Committee Report form, have committee members sign it and attach the written report to it before forwarding both to the principal.

    b. The principal or principals involved will review the committee's recommendation and send it along with his/her own recommendations to the Office of the Deputy Superintendent**.** Where a principal and a committee disagree, joint meetings should be held until agreement is reached.

    c. The committee's recommendation, with the principal's approval, will be submitted to the Superintendent for her/his approval and recommendation to the Board of Education.

    d. The Board of Education will be presented with recommended textbooks at the first Board of Education meeting following approval by the Superintendent. At the following meeting of the Board of Education, action will be requested of the Board for approval.

3. The Textbook Appraisal Committee shall consider the following items as they review available textbooks and prepare to make a recommendation:

   a. The overall educational value of the book.

   b. The price of the book in relation to its educational value.

   c. The possible appearance of objectionable advertising in the text or illustrations.

   d. The quality of the content or subject matter of the book in terms of adequate scholarship and research, author competence, accuracy and currency of content, interpretation and promotion of the objectives of the subject and grade level involved, encouragement of respect for, and loyalty to, American democratic traditions, assistance in developing moral and civic values and better human relations, presentation of all kinds of people and levels of living, fair and objective presentation of controversial issues, and freedom from unfounded or prejudicial opinion in matters of sex, race, color, religion, ethnicity, sexual orientation, national origin, handicap or politics.

   e. The adequacy of treatment by the author in terms of pedagogically sound organization and treatment, adaptability for individual differences, including those of students with disabilities and clear, attractive and suitable language for its intended audience.

   f. The arrangement and illustrations for easy and efficient use by the reader and suggested activities with a high degree of utility, Maps, tables and illustrations should be placed for maximum value and be easy and clear to see and understand.

   g. The mechanical make-up as to its adequacy in terms of type faces of sufficient size and clarity to provide ease of reading, and layout and special type faces to make for easier use of the book. Printing should be clean, neat and attractive, the paper should be of good quality and the book should be durable.

   h. The above criteria shall be applied only when pertinent. Special criteria may be developed for special evaluation needs of the committee.

4. The committee recommendations shall be reviewed and approved by the principal and submitted to the Superintendent for his/her approval and recommendation to the Board of Education.

5. New York State Law prohibits the use of books which are seditious or disloyal in purpose.

6. Textbooks once adopted for a given course or grade level may not be changed for 5 years, except by a ¾ vote of the Board of Education in accordance with state law. Such a vote may be sought and approval may be granted for any sufficient reason.

7. Textbooks once approved shall retain such approval until it is specifically rescinded.

Use

1. Textbooks required for use by students for school purposes shall be provided by the school.

2. All books issued to pupils shall be in good condition. Books returned in less than good condition should be reported to the principal for repair, replacement and/or other disposition.

Loss or Damage

Once issued, the pupil and/or her/her parent shall be held responsible for any loss or damage. Payment for such loss or damage shall be made to the school in terms of the age and condition of the book when issued. Funds collected must be listed in an account sheet giving student's name, date and amount of each fine. All such accounts must be turned in to the Business Office at the close of each school year along with fines collected.

Legal Reference:
Education Law, Sections 701, 702 and 704
Regulations
Approved: January 10, 1963
Amended: 1/20/64, 9/19/68, 11/28/78, 11/14/07, 12/15/16

TEXTBOOK APPRAISAL COMMITTEE REPORT FORM

Author | Title

Publisher | Copyright date

Please sign below and indicate recommendation or non-recommendation in the appropriate column. Please attach a written recommendation and appraisal of the textbook.

Signature	School	Recommended Yes	No
1. Chairperson			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

NOTE: Form and written recommendation should be submitted well in advance. **It is the recommendation of the committee that this textbook (series) be of need.**

accepted as

Basic **for Grade(s) or Course** _____

Number of copies requested: _____

_____
Signature of Committee Chairperson

Current price per copy: _____

_____
Date

Approval of recommendation

A. (1)	(2)	(3)
Principal(s)		
Dates		

B. _____
Deputy Superintendent | Date

Regulations
Approved: 1/20/64
Amended: 9/19/68, 11/28/78, 1/29/91, 11/14/07, 12/15/16