No. 7210
SECTION: PROGRAMS
TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: 6/19/12
READOPTED: 1/29/14;11/15/16;11/19/19;
3/21/23
REVISED:

OXFORD AREA SCHOOL DISTRICT

The Board shall adopt to adopt all textbooks used as part of the educational program of this District.

For the purposes of this policy "Textbooks" are defined as those books which are to be used as the primary source of information in any class.

The textbook shall be considered a guide to the written curriculum.

The Administration shall be responsible for the process of textbook selection and recommendation for Board consideration. No adoption or change of textbook shall be made without a majority vote of the Board.

Textbooks shall be adopted by the Board at any action meeting and in conjunction with the curriculum review cycle; between April and August 1st.

The textbooks, once adopted, shall be provided for student use at the beginning of the next school term.

Books supplementary to the adopted curriculum may be adopted and purchased for use in the schools at any time. Supplementary books shall be adopted after review by the administration. The Board shall be informed of supplementary purchases.

Selection

A plan for the selection of textbooks shall be developed according to the following guidelines:

Textbooks shall be reviewed in accordance with the Four (4) Year Curriculum Review Cycle.

Staff members in conjunction with the curriculum review cycle, shall participate in the selection process.

Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance.

Criteria

1. Suitability for the maturity level and education accomplishment of the students who will be using the book
2. Readability level
3. Factual accuracy
4. Freedom from bias

5. Relationship to the curriculum
6. Relationship to a continuous multigrade program
7. Relationship to community standards
8. Manner of selection
9. Cost
10. Appearance and durability

Records

A list of all approved textbooks shall be prepared and maintained. It shall be reviewed annually by the administration for the use of the professional staff and for the information of members of the Board.

Disposition of Obsolete or Outdated Textbooks

Obsolete or outdated textbooks will be reviewed annually by the administration and discarded pursuant to the following priority:

1. Placement in District classrooms as supplemental materials
2. Sale to private schools located in the District
3. Sale to commercial "used book" purchasers
4. Sale to residents of the District and to the general public through an advertised book sale.
5. Student/teacher/parent fair giveaway
6. Disposal of textbooks

The disposition of outdated textbooks will be managed by the Assistant Superintendent.