

# A. W. BEATTIE CAREER CENTER

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS  
INSTRUCTION

ADOPTED: April 22, 1999

REVISED &  
APPROVED: February 28, 2013

<b>108. ADOPTION OF TEXTBOOKS</b>	
1. Authority SC 508, 801,803	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. Definition	For purposes of this policy, <b>textbooks</b> 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 Executive Director shall be responsible for the selection and recommendation of textbooks for Joint Operating Committee Board consideration. No adoption or change of textbooks shall be made without his/her recommendation, by a simple majority of the Joint Operating Committee.</p> <p>The Executive Director or designee shall develop and implement a plan for selection of textbooks.</p>
4. Guidelines	<p>Guidelines for selecting textbooks include the following:</p> <ol style="list-style-type: none"> <li>1. Professional staff members selected by the Executive Director or designee shall participate in the selection process.</li> <li>2. Textbooks with copyright dates more than five (5) years old shall be reviewed for their continuing suitability.</li> <li>3. The staff shall continually research new sources of electronic or printed textbooks.</li> <li>4. Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance.</li> </ol> <p>In considering the approval of any proposed textbook, the Joint Operating Committee will evaluate its:</p> <ol style="list-style-type: none"> <li>1. Suitability for the maturity level and educational accomplishment of the students who will be using the book.</li> </ol>

2. Freedom from bias.
3. Relationship to the curriculum.
4. Relationship to a continuous multigrade program.
5. Manner of selection.
6. Cost.
7. Appearance and durability.

A list of all approved textbooks shall be prepared and maintained. It shall be reviewed periodically by the Executive Director and made available for the information of the staff and Joint Operating Committee members.

Each instructor shall be responsible for the textbooks assigned to the program. Students who lose or destroy books are to pay for them.

All textbooks are to cataloged. An inventory of textbooks will be maintained by each instructor. This inventory is to be updated annually.

No one is to sell textbooks to students without official approval from the administration. The sale of textbooks may be permitted under the following conditions:

1. The book must have some permanent value to the student.
2. A reasonable price is determined by the administration.
3. Money is deposited into the operational budget by the Director of Finance.

The Joint Operating Committee authorizes the administration to dispose of textbooks that are no longer used or serve any educational function for our students.

School Code  
508, 801, 803