

## **SUGAR VALLEY RURAL CHARTER SCHOOL**

POLICY NUMBER: 108  
SECTION: PROGRAM  
TITLE: **ADOPTION OF TEXTBOOKS**  
DATE ADOPTED: NOVEMBER 1998  
DATE LAST REVISED: SEPTEMBER 2008

### **ADOPTION OF TEXTBOOKS**

#### AUTHORITY

It is the responsibility of the Board to adopt all textbooks used for instruction in the educational program of Sugar Valley Rural Charter School.

#### DEFINITION

For purposes of this policy, textbooks shall be defined as books used as the basic source of information in class.

#### DELEGATION OF RESPONSIBILITY

The CEO shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbooks shall be made without the CEO's recommendation, except by a two-thirds vote of the Board.

The CEO or designee shall develop and implement a plan for the selection of textbooks.

#### GUIDELINES

Guidelines for selecting textbooks may include the following:

1. Professional staff members selected by the CEO 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 periodically evaluated for their continuing usefulness and relevance.

In considering the approval of any proposed textbook, the Board will evaluate its:

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. Relationship to a continuous multi -grade program.
5. Cost.
6. Appearance and durability.

A list of all approved textbooks shall be prepared and maintained. It shall be reviewed periodically by the Superintendent or designee and made available for the information of the professional staff, Board members, students, and parents/guardians.

Reference: School Code 508, 801, 803