

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: 4/11/2016

REVISED:

| 108. ADOPTION OF TEXTBOOKS | |
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| 1. Purpose SC 801, 803 | It is the responsibility of the Board to adopt all textbooks used as part of the educational program of this district. |
| 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 508 | The CEO, in consultation with the Curriculum Committee shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbook shall be made without the CEO's recommendation, except by a two-thirds (2/3) vote of the Board. |
| 4. Guidelines | <p><u>Adoption</u></p> <p>Textbook adoptions are made when texts have become worn out; are outdated; or when newer, sounder philosophies seem to indicate that better teaching would ensue if newer text materials were purchased. For practical purposes texts are purchased, where possible, in six (6) year cycles.</p> <p><u>Selection</u></p> <p>Textbooks are selected under the leadership of the Curriculum Committee which shall study all available texts and research material. Sample sets and/or desk copies are made available for classroom use prior to any final decision.</p> <p>Since the texts will be used by many teachers, their ideas are carefully considered. If a teacher believes s/he has found an outstanding textbook, this information should be brought to the attention of the Curriculum Committee.</p> <p>Textbooks shall be ordered before the close of school in June and earlier, if possible.</p> <p><u>Lost Books</u></p> <p>Inasmuch as the School Board provides all the textbooks, if a child loses a book, under ordinary circumstances, s/he must pay a prorated cost for it.</p> |

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| <p>School Code 508, 801, 803</p> | <p><u>Textbook Condition</u></p> <p>A once a month check should be made by the teacher and class as they work cooperatively to keep materials clean, free of excess papers, etc. The principal is expected to spot check all such school equipment and materials periodically.</p> <p><u>Inventory of Textbooks</u></p> <p>An accurate inventory check shall be completed in June.</p> <p><u>Supplementary Materials</u></p> <p>General operational policy would indicate that if the material in question is an accepted part of the instructional program, provision should be made for the item within the regular school budget. Under no circumstances will a student be required to pay a fee for such a purpose. Participation must be on a completely voluntary basis.</p> |
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