

**REVISED POLICY - VOL. 33, NO. 1**

**ADOPTION OF TEXTBOOKS**

It is the legal responsibility of the Board of Education to approve all textbooks used as part of the educational program of this District. No such textbook will be approved which is not on a list duly filed in the Office of the Superintendent of Public Instruction.

The Board shall, at a regular meeting, select the textbooks to be used in the schools of this District.

Teachers are permitted to create instructional materials, including textbooks, that are consistent with the curriculum adopted by the Board for use in the teacher's classroom.

Furthermore, it is the legal responsibility of the Board to provide the duly adopted, required textbooks to students who are enrolled in the District free of charge. Textbooks may be in a printed and bound or electronic format. An "electronic textbook" is defined as computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, on-line service, electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means.

A student or his/her parent(s) may purchase a copy of the duly-adopted textbook, regardless of format, for the District's purchase price, including shipping and handling ( ) **plus ten percent (10%)**.

Substitution, alteration, or revision of any textbook within four (4) years of its selection and adoption shall require a four-fifths (4/5's) vote of the Board.

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration.

The Board shall consider for approval only those textbooks which have been selected and recommended for their consideration by the Superintendent.

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**Deleted:** from a list adopted by the Educational Service Center Board of Education (**Local only**)

**Deleted:** ¶ the textbooks to be used in the schools of this District.¶

**Deleted:** The Superintendent shall verify the teacher-prepared instructional materials are consistent with the Board-adopted curriculum.

The staff should continually research new sources and types of supplementary text materials and explore their innovative use.

The Superintendent shall develop a plan for the review and recommendation of textbooks to ensure staff participation and that parents and members of the community are consulted, where appropriate, in the selection process.

The Board shall establish a parental advisory committee to facilitate parent review of these materials.

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In considering the approval of any proposed textbook, the Board recommends that the following factors be considered as part of any review process:

- suitability for the maturity level and educational accomplishment of the students who will be using the book
- freedom from bias
- relationship to the course of study
- extent to which the content will make it possible for the student to achieve the learning objectives of the course of study and the educational outcomes of the District
  - extent of inter-grade continuity
  - impact on community standards of taste
  - manner of selection
  - cost
  - appearance and durability

A list of all approved textbooks shall be maintained by the Superintendent and made available for the use of the professional staff.

R.C. 3313.21, 3313.212, 3329.01 et seq.  
A.C. 3301-35-03(B)

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