



Section: PROGRAMS
Title: ADOPTION OF TEXTBOOKS
Adopted: September 17, 1996
Revised: May 15, 2007

108. ADOPTION OF TEXTBOOKS		
1. Purpose	It is the responsibility of the Joint Operating Committee to adopt all textbooks used as part of the educational program of the CTC.	§ 508
2. Definition	“Textbooks” shall be defined as those books which are purchased in classroom quantity or more and which are issued to each student in the class.	
3. Responsibility	The director and/or designee shall be responsible for the selection and recommendation of textbooks for Joint Operating Committee consideration.	§ 803
4. Selection Guidelines	<p>The director shall develop a plan for the selection of textbooks according to the following guidelines:</p> <ul style="list-style-type: none"> ▪ The staff shall continually research new sources of textbooks. ▪ Review and recommendation by the Occupational Advisory Committee. ▪ Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance. 	
5. Standards for Approval	<p>In considering the approval of any proposed textbook, the Joint Operating Committee will evaluate its:</p> <ul style="list-style-type: none"> ▪ Suitability for the maturity level and educational accomplishment of the students who will be using the book. ▪ Freedom from bias. ▪ Relationship to the curriculum. ▪ Relationship to a continuous multigrade program. ▪ Cost. ▪ Appearance and durability. 	
	School Code	§ 508, 801, 803