

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS/  
COURSEWARE

ADOPTED: June 19, 2003

REVISED:

108. ADOPTION OF TEXTBOOKS/COURSEWARE	
<p>1. Authority SC 508, 803, 1850.1</p>	<p>It is the responsibility of the Joint Operating Committee to adopt all textbooks/courseware used for instruction in the educational program of this school.</p>
<p>2. Definition</p>	<p>For purposes of this policy, <b>textbooks/courseware</b> shall be defined as those materials which are to be used as the basic source of any information in any class.</p>
<p>3. Delegation of Responsibility</p>	<p>The Joint Operating Committee shall approve annually a list of textbooks/courseware to be used. New vocational-technical textbooks/courseware shall be recommended by the appropriate Occupational Advisory Committee as reflecting the industry standard.</p>
<p>SC 803</p>	<p>The Administrative Director shall be responsible for the selection and recommendation of textbooks/courseware for Joint Operating Committee consideration. No adoption or change of textbook/courseware shall be made without his/her recommendation, except by a two-thirds vote of the Joint Operating Committee.</p>
<p>4. Guidelines</p>	<p>The Administrative Director or designee shall develop and implement a plan for the selection of textbooks/courseware.</p> <p>Guidelines for selecting textbooks may include the following:</p> <ol style="list-style-type: none"> <li>1. Professional staff members selected by the 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 textbooks.</li> <li>4. Textbooks currently in use shall be evaluated periodically for their continuing usefulness and relevance.</li> </ol>

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<p>School Code 508, 803, 1850.1</p> <p>Joint Operating Committee Policy 105.1</p>	<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 needs of the students who will be using the book.</li><li>2. Freedom from bias.</li><li>3. Relationship to the curriculum</li><li>4. Cost.</li><li>5. Appearance and durability.</li></ol> <p>A list of all approved textbooks shall be prepared and maintained. It shall be reviewed periodically by the Director or designee and made available for the information of the professional staff and the Joint Operating Committee.</p> <p>Books supplementary to the textbooks regularly adopted may be adopted and purchased for use in the school at any time. Such supplemental books shall be adopted in the same manner as textbooks are herein required to be adopted.</p>
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