

Book	Policy Manual
Section	100 Programs
Title	Adoption of Textbooks
Code	108
Status	Active
Adopted	September 1, 2021

### **Authority**

The Occupational Advisory Committee shall, by an affirmative vote of a majority of the full Occupational Advisory Committee, recommend all textbooks used for instruction in the school's educational program to be adopted by the Joint Operating Committee. The Occupational Advisory Committee shall establish a planned cycle of textbook review and replacement.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### **Definition**

For purposes of this policy, **textbooks** shall be defined as the books, in print or digital format, used as the basic source of any information in the planned instruction.

### **Delegation of Responsibility**

The Administrative Director, after consultation with administrative and professional staff and the Occupational Advisory Committee, shall be responsible for the selection and recommendation of textbooks for Joint Operating Committee consideration. No adoption or change of textbooks shall be made without the Administrative Director's recommendation, except by a two-thirds vote of the Joint Operating Committee.[\[1\]](#)[\[3\]](#)[\[5\]](#)

The Administrative Director or designee shall establish administrative regulations for reviewing, evaluating and selecting textbooks.

A list of all approved textbooks used in the school shall be maintained electronically on the school's website and shall be available to Joint Operating Committee members, school staff, students, parents/guardians and community members.[\[6\]](#)

Legal	1. 24 P.S. 508
	2. 24 P.S. 801
	3. 24 P.S. 803
	4. 24 P.S. 1850.1
	5. Pol. 006
	6. Pol. 105.1
	22 PA Code 14.106
	24 P.S. 807.1
	Pol. 005
	Pol. 103.1
	Pol. 610

