

POLICY

Spencerport Central School District

2003

8340
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Instruction

SUBJECT: TEXTBOOKS/WORKBOOKS

The Board of Education shall make provision for funds to be budgeted for the purchase of textbooks and related instructional materials.

Textbook Adoption

New York State Education Law identifies the local Board of Education as the legal body that will designate textbooks to be used in K-12 classrooms.

A textbook is defined as a “book, or a book substitute, which shall include hard-covered or paperback books, workbooks or manuals which a student is required to use as a text, or a text substitute in a particular class or program in the school he legally attends.”

After a textbook has been designated for use, the Board of Education is prohibited to supersede such textbook by any other book within a period of five years from the time of such designation except upon a three-fourths vote of the School Board.

The identification of appropriate textbooks shall be a task completed by the teachers and administrators who prepare and deliver the curriculum. In completing such a selection, the teachers and administrators will consider whether the text:

- Supports the district outcomes;
- Is based on the most current research and development in the subject area;
- Builds concepts from grade to grade;
- Addresses basic concepts as well as higher level thinking skills;
- Reflects our pluralistic society;
- Provides reteaching for mastery with additional techniques and strategies;
- Is fiscally responsible;
- Meets the needs of students who need alternative formats;
- Is available in alternative formats that are needed as an accommodation for a disabled student.

Vendors who agree to provide the recommended instructional materials in alternative formats will be given preference in purchasing.

If an electronic file is provided as textbook/workbook, the district will convert the electronic file to a format accessible to disabled students.

“Alternative format” is defined as “any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the school district, including, but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in an approved format, as defined in the Regulations of the Commissioner.”

Students will be required to pay for lost books or for excessive damage to books.

Textbooks for Resident Students Attending Private Schools

Resident students attending private schools will be supplied non-sectarian textbooks in accordance with the requirements of Education Law.

Workbooks

The Board of Education shall approve the expenditure of funds for the purchase of workbooks and manuals.

The term “workbook” shall refer to the type of book that provides spaces to write in and is consumed each year. It is usually paper-covered and designed to be used in connection with a textbook.

Education Law Section 701(2) et seq.

Adopted: 6/22/99
Revised: 5/27/03