

## BOARD POLICY

No. 6134

### 6000 INSTRUCTION

#### 6134 Textbooks

The Superintendent of Schools shall present a list of new textbook to the Board of Education for their approval. The Board requests all textbook changes be reviewed by the Program Sub-Committee prior to seeking full Board approval. The Superintendent is encouraged to present such proposed changes as part of the annual budget process.

With the advent of digital textbooks, the Superintendent is encouraged to consider digital textbooks editions that are available through open source with proper license.

Board of education approval requires notice of such intended textbook change must have been previously given at a meeting of the Board held at least one week previous to the vote upon such change. A two-thirds vote of all members of the board is required for the textbook to be adopted.

For purposes of this policy, a textbook shall be defined as the primary book for instruction in particular grades or classes. Supplemental and reference books shall not be considered textbooks.

Legal Reference: Connecticut General Statutes, Section 10-229

APPROVED: February, 2003  
REVISED: January, 2009  
REVISED: June, 2011  
REVISED: August, 2016

**ADMINISTRATIVE REGULATION 6134**  
**Textbook Request Form**

Date: \_\_\_\_\_

School \_\_\_\_\_ RMS \_\_\_\_\_ RHS \_\_\_\_\_

Coordinator: \_\_\_\_\_

Department: \_\_\_\_\_

Course: \_\_\_\_\_

Number of Textbooks Required: \_\_\_\_\_

Cost Per Book: \_\_\_\_\_

Total Request: \_\_\_\_\_

Is a licensed digital copy available for student use?

Yes \_\_\_\_\_

No \_\_\_\_\_

Did you examine the possibility of using open source material?

Yes \_\_\_\_\_

No \_\_\_\_\_

Other Comments:

\_\_\_\_\_  
Signature of Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building of Administrator

\_\_\_\_\_  
Date