

TEXTBOOK PURCHASE APPROVAL PROCESS

All textbook purchases must be approved by the Board of Education. The Business Office has established a budget code of 303 to be used for all textbook purchases.

A textbook is a hard-covered book that will be used for more than one year. Textbooks will be inventoried and stored in the appropriate teacher's classroom. (Consumable workbooks are not considered textbooks and should be purchased out of a 300 supply budget code.)

Textbook approval steps to follow:

1. The teacher(s) identify need and rationale for new, first time, textbook purchases.
2. The Principal or Supervisor decides as to cycle and frequency of textbook replacement and revision.
3. The Committee reviews and recommends a textbook (see attached) to the Director.
4. The Director compiles cover sheet information and forwards to the Assistant Superintendent for Instruction for final approval by the Board of Education.
5. The Board of Education will approve the textbook purchases.
6. The Business Office has Board action on file and will proceed with processing the purchase order using budget code 303.
7. All textbooks will be inventoried and stored at the end of each school year. Procedures may vary by department.

Textbook Purchase Approval Process 72407 (Textbook Ordering Information)

TEXTBOOK PURCHASE RECOMMENDATION

Rationale for New or Replacement Textbooks: The textbooks are being requested because they are the required books for the Alfred University courses, Education 230 and Education 231, being taught in conjunction with the New Visions Education and Human Services course on the Wildwood campus.

Additional Comments: This textbook, ED PSYCH MODULES 3e and DURWIN: INTERACTIVE Ebook, will be the text theory and allow the psychological elements that go into teaching.

Teacher's Signature:



Principal's/Supervisor's Signature:



Director's Signature:



Date: 7/26/2019

Textbook Purchase Approval Process 72407 (Textbook Ordering Information)

TEACHER REQUESTING: Molly Liberto

TEXT BOOK TITLE: Ed Psych Module 3e (Loose Leaf) and Durwin: Ed Psych Interactive eBook

PROGRAM: New Visions Education and Human Services

PURCHASE INFORMATION				INVENTORY INFORMATION				
PUBLISHER	PUBLISHER DATE	EDITION	QUANTITY	PRICE EACH/SET	BOOK #	SIGNATURE & LOCATION OF TEACHER	DATE OUT	DATE IN
SAGE Publications, Inc	February 1, 2017	3rd	16	\$75.00 Each			/ /	/ /
				\$ Each			/ /	/ /
				\$ Each			/ /	/ /
				\$ Each			/ /	/ /
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Please note: Information must be completed in each area!

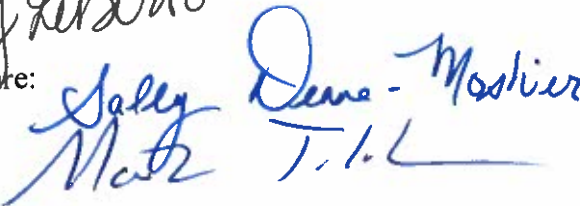
Textbook Purchase Approval Process 72407 (Textbook Ordering Information)


TEXTBOOK PURCHASE RECOMMENDATION

Rationale for New or Replacement Textbooks: The textbooks are being requested because they are the required books for the Alfred University courses, Education 230 and Education 231, being taught in conjunction with the New Visions Education and Human Services course on the Wildwood campus.

Additional Comments: This book, YARDSTICKS: Child and Adolescent Development Ages 4-14, is used along side a textbook to allow for a developmental age analysis of children. It will supplement the theory and allow the students a window into the norms of primary, elementary and adolescent children.

Teacher's Signature: 

Principal's/Supervisor's Signature: 

Director's Signature: 

Date: 7/26/2019

TEACHER REQUESTING: Molly Liberto

TEXT BOOK TITLE: Yardsticks: Child and Adolescent Development Ages 4-14

PROGRAM: New Visions Education and Human Services

PURCHASE INFORMATION					INVENTORY INFORMATION				
PUBLISHER	PUBLISHER DATE	EDITION	QUANTITY	PRICE EACH/SET	BOOK #	SIGNATURE & LOCATION OF TEACHER	DATE OUT	DATE IN	
Center for Responsive Schools, Inc.; 4th edition	January 2, 2018	4th	16	\$24.00 Each			/ /	/ /	
				\$ Each			/ /	/ /	
				\$ Each			/ /	/ /	
				\$ Each			/ /	/ /	
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TEXTBOOK PURCHASE RECOMMENDATION

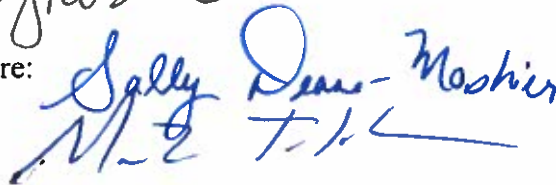
Rationale for New or Replacement Textbooks: The textbooks are being requested because they are the required books for the Alfred University courses, Education 230 and Education 231, being taught in conjunction with the New Visions Education and Human Services course on the Wildwood campus.

Additional Comments: This book, *Why School? Reclaiming Education for All of Us*, is the suggested text for the Social Foundations of Education course used by the professors at Alfred University. It is intended to supplement the ideas and theories that go along with teaching about learning styles, disabilities, demographic, social justice and US public schools, school communities, the roles and responsibilities of teachers, the history and philosophies of education, teaching and learning standards, curriculum, testing and assessment, laws and ethics in education, and teacher effectiveness, disposition and performance.

Teacher's Signature:



Principal's/Supervisor's Signature:



Director's Signature:

Date: 7/26/2019

TEACHER REQUESTING: Molly Liberto

TEXT BOOK TITLE: Why School? Reclaiming Education for all of Us

PROGRAM: New Visions Education and Human Services

PURCHASE INFORMATION				INVENTORY INFORMATION				
PUBLISHER	PUBLISHER DATE	EDITION	QUANTITY	PRICE EACH/SET	BOOK #	SIGNATURE & LOCATION OF TEACHER	DATE OUT	DATE IN
The New Press	September 1, 2009		16	\$19.00 Each			/ /	/ /
				\$ Each			/ /	/ /
				\$ Each			/ /	/ /
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