

2510 ADOPTION OF TEXTBOOKS

The Board of Education shall approve all textbooks used in the educational program of this district. "Textbook" means the principle source of instructional material for any given course, in whatever form the material may be presented, including digital resources, which are available or distributed to every pupil enrolled in the course.

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration, but the Board may approve educational materials not recommended by the Superintendent.

In considering the approval of any proposed textbook, the Board will weigh its value as a learning tool; its suitability for the maturity level and educational accomplishment of the pupils who will be using the book; its freedom from bias; its relationship to a course adopted by the Board; its relationship to a continuous multigrade program; its impact on community standards of taste; the manner by which it was selected; and its cost, appearance, durability and weight.

The Superintendent shall develop regulations for the selection of textbooks that include effective consultation with professional staff members at all appropriate levels.

The staff shall continually research new sources of textbooks and explore the innovative use of all possible books.

Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance and shall be replaced or updated with new editions as often as necessary to meet the needs of pupils and the curriculum.

Textbooks with copyright dates more than five years old shall be reviewed annually for their continuing suitability.

A list of all approved textbooks shall be maintained and revised annually by the Superintendent or designee and made available for the use of teaching staff members and for the information of members of the Board and the public. When appropriate, textbooks and accompanying district evaluation data will be available for review at the Board's discretion.

N.J.S.A. 18A:34-1; 18A:34-2

Approved: February 20, 2001
Revised: April 8, 2014
Reviewed: February 18, 2020

R 2510 TEXTBOOK SELECTION AND ADOPTION

1. Teaching staff members involved in the use of particular basic texts will play a primary role in the textbook selection.
2. In selecting the textbooks or textbooks for a level or area of study, the Principal or supervisor will organize a textbook selection committee. The school librarian shall be included on this committee when appropriate.
3. All textbooks available will be evaluated according to established course objectives; reading level and the target student population will be considered. Texts will also undergo a technical analysis to assure that materials will be inclusive. Each evaluation will be conducted using the district-approved evaluation forms.
4. A textbook committee may recommend that a new textbook be field tested in a class or section prior to recommendation of district adoption. The Superintendent shall approve the field test and inform the Curriculum Committee of the Board.
5. After a thorough evaluation of available textbooks and with the advice of principals, department chairpersons, supervisors, and other resource persons, recommendations for text adoption will be submitted to the Assistant Superintendent for Curriculum, Instruction and Programs for review and analysis.
6. Final recommendations for adoption will be submitted to the Superintendent. If the recommendations are accepted by the Superintendent they will be recommended to the Board of Education for approval.
7. The Board of Education will give final approval on textbooks to be adopted.

The Superintendent shall recommend to the Board all textbooks to be used in the schools.