

# POLICY

## Board of Education Bernards Township

File Code: 2510  
TEXTBOOK ADOPTION

The Board of Education, acting upon the recommendation of the Superintendent, shall adopt by resolution all textbooks. "Textbook" means the principal source of instructional material for any given course of study, in whatever form the material may be presented, which is available or distributed to every pupil enrolled in the course of study. As mandated by State law, no book may be used as the basic textbook for a course without Board adoption. Supplemental materials may be used without Board approval at the election of the staff provided that it conforms to the standards used in selecting the textbook. The Superintendent shall develop (and submit to the Board for its information [and review]) procedures for evaluating textbooks which meet the following criteria:

1. The professional staff of the District shall be involved in the development of standards for the evaluation of textbooks and other teaching materials. Whenever possible, the team which reviews textbooks shall include one or more District administrators and teachers who will be using the textbook to convey the curriculum.
2. Whenever possible, three or more textbooks shall be evaluated and compared before any recommendation is made.
3. Each book should be evaluated to determine if it meets State requirements, e.g. affirmative action, bias/discrimination, and equity issues.
4. Each book should be evaluated for concurrence with the curricula of the District. If additional or supplemental materials may be appropriate to deliver the District's curricula, this fact shall be identified and the necessary materials or sources identified during the evaluation process. If, in the judgment of the Superintendent, different criteria are appropriate for the evaluation of textbooks or supplemental materials depending upon the subject matter of the curricula, the Superintendent and staff shall develop such criteria.
5. Textbooks shall be evaluated whenever the State shall require and each time the curriculum in a subject is evaluated or reviewed. Textbooks may be reviewed and evaluated at other times upon the initiative of the Superintendent but at least once every five years.
6. Prior to the submission of the Superintendent's Recommendation of Textbook Adoption, a staff member shall attend a District Curriculum Committee meeting to present and discuss the materials. The recommendation will then be presented to the Board Curriculum Committee. The Board of Education or a committee thereof, shall have an opportunity to review the materials that will be recommended for adoption and the other materials evaluated by the professional staff. These materials, the relevant curriculum, and a copy of the preliminary evaluation and recommendation should be made available to the Board, or a committee thereof. Timely notice of the materials to be made available should be given to the public at a regular Board of Education meeting.

# POLICY - Continued

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7. Before the Board acts upon the Superintendent's Recommendation, the Superintendent and the staff shall answer any questions raised by members of the Board or the public about the recommended materials or about the curriculum.
8. The Superintendent shall propose procedures to implement this policy.

LEGAL: N.J.A.C. 6:8-4.5(b)  
N.J.A.C. 6:4-1.3(e)(f)

**ADOPTED:** June 24, 1996  
**REVIEWED:** January 18, 2008