

CODIFICATION REFERENCE NUMBER: 2510

DATE: October 14, 2005

REVIEWED: December 10, 2007

TEXTBOOK ADOPTION

RESPONSIBILITY: Superintendent, Director of Curriculum and Instruction, and Curriculum Supervisors

DEFINITION: A “textbook” is the primary source of instructional material for any given course, in whatever form the material may be presented, which is available to or distributed to every pupil enrolled in the course.

PROCEDURES:

1. A textbook adoption occurs when a textbook’s copyright date is more than five years old, or new state mandates, a new course, or changing needs of the student population require a change.
2. A textbook adoption must include the formal input of representative teachers responsible for using the text, as well as the curriculum supervisor.
3. A textbook adoption is initiated by an administrator through the completion of the **Materials and Subject Area Textbook Evaluation Form**.
4. The form, along with backup data, is collected by the curriculum supervisor, who budgets for the adoption.
5. The forms are presented to the District Curriculum Committee and the Board Curriculum Committee for review. The forms are then submitted to the Superintendent of Schools for approval.
6. The new textbook proposal is submitted to the Board of Education for approval and added to the district’s program.

REVIEW OF TEXTBOOKS CURRENTLY IN USE:

1. Each textbook that has been in use in the district for five years or more will be evaluated annually by the curriculum supervisor and representative teachers for its continuing usefulness. In addition, any teaching staff member may recommend the review of a textbook currently in use and used for less than five years.

2. The curriculum supervisor will consider:
 1. The length of service of the current textbook;
 2. Its copyright date;
 3. The average condition of the textbooks currently in use;
 4. The cost of replacements;
 5. The merits of the textbook in light of the standards by which new textbooks are measured; and
 6. If the review has been especially requested, the reason for the request.

STANDARDS OF REVIEW:

1. In the review of any suggested textbook, curriculum supervisor and teachers shall consider:
 1. The reliability and reputation for scholarship of its author and publisher;
 2. Whether the content of the textbook --
 - (1) relates to the course of study in which it will be used,
 - (2) can be read and understood by the pupils for which its use is intended,
 - (3) is accurate and up to date,
 - (4) clearly distinguishes fact from opinion,
 - (5) is well organized and presented, and
 - (6) includes helpful and thoughtfully prepared indices, graphic materials, references, bibliographies, glossaries, appendices and technology connections.
 3. The ways in which a proposed textbook improves on the book it replaces;
 4. Whether the proposed textbook's binding, paper, and typeface are appropriate and durable;
 5. The cost and probable life of the proposed textbook;
 6. Whether the presentation of any controversial subject is objective and suitable to the maturity of the pupils for whose use the book is intended;
 7. The experience other schools and/or districts may have had with the use of the proposed textbook;
 8. The textbook's compliance with the district's affirmative action plan for school and classroom practices, as set forth in Policy No. 2260; and
 9. Alignment with NJ Core Curriculum Content Standards and Board-approved district curriculum.