

# POLICY



## 2510 ADOPTION OF TEXTBOOKS

It is the legal responsibility of the Board of Education to approve all textbooks used as part of the educational program of this district. For purposes of this policy "textbooks" means books, workbooks, manuals, whether bound or in loose leaf form, or electronic or web-based resources intended as a principal source of study material for a given grade, class or group of students, a copy of which is available for the individual use of each pupil in such class or group.

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. He/She shall develop a plan for the selection of textbooks according to the following guidelines:

1. Professional staff members at all appropriate levels shall participate in the selection process.
2. Textbooks with copyright dates more than five years old shall be reviewed annually for their continuing suitability.
3. Members of the community may be consulted, where appropriate, in the selection process.

In considering the approval of any proposed textbook, the Board will weigh its:

1. Suitability for the maturity level and educational accomplishment of the students who will be using the book.
2. Freedom from bias.
3. Manner of selection.
4. Cost, appearance and durability.

A list of all approved textbooks shall be reviewed by the Superintendent and made available for the use of the professional staff and for the information of members of the Board.

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

Adopted: 3 May 2004  
Revised: 11 June 2012

