



POLICY

**Haddonfield
Board of Education**

PROGRAM

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Adoption of Textbooks

2510 ADOPTION OF TEXTBOOKS

The Board of Education shall approve all textbooks used in the educational program of this district. "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 student enrolled in the course of study. The Board shall consider for approval only those textbooks that have been selected and recommended by the Superintendent.

In considering the approval of any proposed textbooks, the Board will weigh its value as a learning tool; its suitability for the maturity level and educational accomplishment of the students who will be using the book; its freedom from bias; its relationship to a course of study 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, and durability.

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

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 students and the curriculum.

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

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

BOE Revised Date: 10/29/2018

BOE Approved Date: 11/15/2018



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R 2510 ADOPTION OF TEXTBOOKS

A. Definition

A “textbook” is the principal source of instructional material for any given course of study, in whatever form the material may be presented, which is available to or distributed to every student enrolled in the course of study. All textbooks require BOE approval before implementation.

B. Textbook Selection Committee

1. When the need arises, a textbook selection committee(s) will be named by the Principal.
2. The Principal will appoint no fewer than three teaching staff members to the committee, representing various interests and backgrounds.
3. If the Board so approves, members of the textbook selection committees may be given compensation during the summer months for the work of reviewing potential textbook selections.

C. Recommendation Procedures

1. Any teaching staff member may request the textbook selection committee’s consideration of a possible textbook.
2. The textbook selection committee will investigate current textbooks on the market.
3. A textbook considered for recommendation should be read and examined by each textbook selection committee member or, in a departmentalized school, by the appropriate subject area representatives. The committee members should have examined, wherever possible, at least three other books similar in nature to the textbook recommended for adoption.
4. Each textbook selection committee member, or the group as a whole, should submit to the principal/chairperson a written evaluation of the textbook.
5. The Textbook Selection Committee will complete a Haddonfield School District Textbooks Recommendation for Approval Form for submission to the Superintendent or designee.
6. The Superintendent or designee will forward the recommendation to the Board’s Curriculum Committee to discuss the approval form and the merits of the recommended textbook, who may first convene the textbook selection committee or confer with the committee to discuss the evaluation report and the merits of the recommended textbook.

D. Review of Textbooks Currently In Use



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1. Each textbook that has been in use in the district for five years or more will be evaluated annually by the principal or designee and by the appropriate subject area representatives 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 textbook selection committee will consider the following:
 - a. The length of service of the current textbook,
 - b. The copyright date,
 - c. The average condition of the textbooks currently in use,
 - d. The cost of replacements,
 - e. The merits of the textbook in the light of the standards by which new textbooks are measured, and
 - f. If the review has been especially requested, the reason for the request.
3. A recommendation to retire a textbook will be forwarded to the Superintendent with a full report of findings. A suggestion should accompany any such recommendation for a replacement textbook.

E. Standards of Review

In the review of any suggested textbook, the staff shall consider the following:

1. The reliability and reputation for scholarship of its author and publisher;
2. Whether the content of the textbook
 - a. Relates to the course of study in which it will be used,
 - b. Can be read and understood by the students for which its use is intended
 - c. Is accurate and up to date,
 - d. Clearly distinguishes fact from opinion,
 - e. Is well organized and presented,
 - f. Is free from bias.
3. How a proposed textbook improves on the book it replaces;



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4. The cost and probable life of the proposed textbook;
5. Whether the presentation of any controversial subject is objective and suitable to the maturity of the students for whose use the book is intended;
6. The experience other schools and/or districts may have had with using the proposed textbook; and
7. The textbook's compliance with the district's affirmative action plan for school and classroom practices, as outlined in Policy No. 2260.

Form: 2022 Updated Haddonfield School District Textbooks Recommendation for Approval
Form developed by Dr. Gino Priolo

BOE Revised Date: 12/08/2022