

R 2510 ADOPTION OF TEXTBOOKS

This regulation pertains to instructional materials/textbooks which in policy are defined as those printed materials which directly and primarily support the Board-adopted written curriculum and which are used by students as a primary means of meeting course objectives.

- A. Textbook selections will be made as part of the curriculum development process. In addition, during the curriculum revision process, the previously adopted material will be reviewed for its continued appropriateness and accuracy.
- B. When it is determined that previously adopted material continues to be appropriate and accurate, the Board of Education's prior approval of material will remain in effect.
- C. When it is determined that previously adopted material is no longer appropriate, either due to a change in the written curriculum or to significant revisions in a later edition of the previously adopted text, the Superintendent may direct that Board approval be renewed or a new textbook be sought.
- D. When Board of Education approved material is recommended for use in additional courses other than the course or courses for which the material was originally adopted, the Superintendent may seek Board approval for that same material to be used in specific other courses.
- E. In making a recommendation for the adoption of a new text, the Superintendent shall obtain information in writing to include but not be limited to that which is addressed in policy.
- F. The Board will not begin a review of books until all school system reviews and comments, including those of the Affirmative Action Officer, if any, are complete.
- G. The Affirmative Action Officer of the MendhamTownshipSchool District carries the responsibility of providing official recommendations with regard to affirmative action issues on textbooks. The Affirmative Action Officer may solicit opinions from members of the Affirmative Action Committee and/or other community members to reach an appropriate recommendation.



REGULATION

MENDHAM TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2510/Page 2 of 2
ADOPTION OF TEXTBOOKS

- H. The Superintendent shall seek opinions of District teachers and administrators prior to his/her recommending that the Board of Education approve new material.
- I. The primary responsibility for the review of textbooks brought to the Board for approval shall fall within the Board of Education Curriculum Committee. The chair of the Curriculum Committee generally will provide the official recommendation with regard to a textbook recommendation; however, that duty may be delegated to other members of the Committee when necessary. The chair of the Curriculum Committee may solicit the opinion of one or more of the Committee to formulate a recommendation for a text.
- J. Board of Education members shall have an opportunity to examine instructional materials brought to them for their approval. When it is impractical to transport material to the Board of Education meetings, the material shall be available for examination in the District Administration Office.
- K. It should not be construed that the Board of Education approval of a textbook obligates the Board to budget directly for the procurement of that textbook, nor should it be construed that the approved textbook is the sole source of text materials for the particular written curriculum.
- L. With approval of the Superintendent, subscriptions are permitted for district-adopted textbooks for a course. Substitute textbooks shall be presented to the Board of Education for its approval, following the same procedure as above. It is also permissible that teachers substitute materials other than textbooks for the delivery of instruction when it is deemed appropriate.

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