

**Regulation**

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GUIDELINES FOR THE EVALUATION AND SELECTION OF INSTRUCTIONAL MATERIALS

The chief school administrator/designee shall be responsible for the evaluation, selection and recommendation of textbooks.

Textbooks are to be selected and issued in conformity with board policy 6161.1 Guidelines for Evaluation and Selection of Instructional Materials.

The chief school administrator directs that the following procedures be followed in the process of recommending a textbook for adoption:

- A. When a need for a new text has been identified, the chief school administrator/designee shall select a representative committee of teachers and administrators and charge them with the responsibility of:
  1. Evaluating and redefining the goals and objectives of the course of study, if needed; (The need for a new textbook should result from a review and rewriting or updating of the curriculum guide.)
  2. Establishing criteria for the selection of a new text;
  3. Examining and evaluating current texts of several publishing companies;
  4. Sharing its findings with and inviting the comments of teachers in the department, or in the case of elementary teachers, from subcommittee of teachers that will include teachers of that and contiguous grades designated by the administration.
  
- B. Prepare for the board of education a written recommendation to include:
  1. A justification for the need of a new textbook;
  2. Reasons for recommending a particular textbook;
  3. Titles of textbooks examined and copyright dates;
  4. Budgetary impact;
  5. A summary review that shall specifically screen texts to ensure that they do not reflect bias or prejudice and/or other group stereotyping;
  6. Copies of textbook(s) for board of education examination and review.

Selection and Adoption of Supplemental Materials

The chief school administrator/designee shall be responsible for the evaluation, selection and recommendation of supplementary materials. To meet the specific needs of children in a given school and/or classroom, the ordering of such materials is the responsibility of the school principal. In all cases, the teachers responsible for using the materials are to participate in the selection process.

NJSBA Review/Update:  
Adopted:

FIRST READING: Board of Education Meeting: 10/27/09

SECOND READING & ADOPTION: Board of Education Meeting: 11/24/09