

## 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 pupil enrolled in the course of study.

### B. Recommendation Procedures

1. Textbooks shall be recommended for screening by teaching staff members in accordance with the Ridgewood five-year curriculum evaluation plan.
2. A textbook recommended for screening should be read and examined by each of the textbook selection committee members 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.
3. The committee chairperson will prepare an evaluation report for submission to the Assistant Superintendent for Curriculum, Instruction, and Assessment.
4. The Superintendent will forward the recommendation to the Board. He/She may first convene the textbook selection committee or confer with the chairman of the committee to discuss the evaluation report and the merits of the recommended textbook.

### C. Standards of Review

In the review of any suggested textbook, the textbook selection committee shall consider:

1. The reliability and reputation for scholarship of its author and/or 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 pupils 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. Includes helpful and thoughtfully prepared indexes, graphic materials, references, bibliographies, glossaries, and appendices, and
  - g. Is bias-free.
3. The ways in which a proposed textbook improves on the book it replaces;
  4. Whether the presentation of any controversial subject is objective and suitable to the maturity of the pupils for whose use the book is intended;
  5. The experience other schools and/or districts may have had with the use of the proposed textbook; and
  6. The textbook's compliance with the district's affirmative action plan for school and classroom practices, as set forth in Policy No. 2260.

Issued: 7 December 2009

