

**GUIDELINES FOR EVALUATION AND SELECTION
OF INSTRUCTIONAL MATERIALS**

The Holmdel Township Board of Education believes that textbooks and instructional materials should support and enrich the curriculum and make possible the achievement of the district's goals. The Superintendent shall develop procedures for continual review of new materials being offered and evaluation of those already in use to ensure that the textbooks and materials used in this district are up to date in the factual matter they present and further the district's instructional goals. Textbooks and instructional materials should be judged by additional standards which shall include, but not be limited to:

- A. The material shall reflect the district's affirmative action policy, which prohibits the teaching or encouragement of racial, sexual, religious, ethnic or age bias?
- B. The material helps pupils develop abilities in critical reading and thinking?
- C. The material provides effective basic or advanced education for the pupils for whom it is intended?

The review process shall:

- A. Be conducted by staff members, particularly those educators who will be using the materials as an integral part of the instructional program;
- B. Include a written review of the material which shall reflect the consensus of the appropriate staff;
- C. Provide an opportunity for public inspection of the recommended text.

The Superintendent shall develop administrative rules outlining a procedure for the selection of instructional materials which meets the above criteria. Instructional materials used within the district should be sufficient in quantity and scope to meet the needs of every pupil in the district.

The Board, by law, makes the final selection decisions. However, prior to final adoption, the recommendations resulting from each review will be given thorough consideration.

Any citizen who objects to the final selections made by the Board should follow the procedures outlined in regulation #6161.11, reconsideration of instructional materials.

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MATERIALS (CONT.)**

File Code: 6161.1

Source: Regular Public Meeting

Date: March 22, 1995

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Legal References:	<u>N.J.S.A.</u> 18A:4-25	Prescribing minimum courses of study for public schools; approval of courses of study
	<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
	<u>N.J.S.A.</u> 18A:34-1	Textbooks; selection; furnished free with supplies; appropriations
	<u>N.J.S.A.</u> 18A:35 <u>et. seq.</u>	Curriculum and courses
	<u>N.J.A.C.</u> 6:4-1.3(e, f)	Policy development
	<u>N.J.A.C.</u> 6:8-4.10	State and Federally mandated programs and services
	<u>N.J.A.C.</u> 6:20-6.1 <u>et. seq.</u>	Purchase and loan of textbooks
	<u>N.J.A.C.</u> 6:28-3.6(i)4	Individualized education program

New Jersey State Board of Education Resolution, September 5, 1984, encourages local boards to scrutinize their textbook selection process to ensure that instructional materials are not racially or sexually biased.

Manual for the Evaluation of Local School Districts (June 1993)

Possible

Cross References:	*1312	Community complaints and inquiries
	*2224	Nondiscrimination/affirmative action
	*5145.4	Equal educational opportunity
	6000	Concepts and roles in education
	*6010	Goals and objectives
	*6121	Nondiscrimination/affirmative action
	*6140	Curriculum adoption
	*6141	Curriculum design/development
	*6142.1	Family life education
	*6144	Controversial issues
	*6161.2	Complaints regarding instructional materials
	*6163.1	Media center/library

*Indicates policy is included in the Critical Policy Reference Manual.

