

TEXTBOOKS

Approval of Textbooks Purchase of Textbooks

Approval of Textbooks

In accordance with state law (N.J.S.A. 18A:34-1), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. _____, Director of Curriculum, Instruction & Professional Development, has set up procedures to have textbooks approved by the Board of Education.

Textbook Approval – Board of Education Resolution

The procedure for obtaining Board approval is:

- a) Complete the District Textbook Evaluation and Approval form (found on page 65 of the Curriculum Revision and Textbooks Review Plan, which can be found in the Curriculum section of the district website).
- b) Submit textbook and form to the Office of Curriculum and Staff Development, who will prepare the Board resolution.

Purchase of Textbooks and Curriculum Department Review

New Jersey educational administrative code 6A:23A-9.3(c)(12) requires the purchase of textbooks to meet one of the following conditions:

1. The purchase is in accordance with a textbook replacement plan;
2. Textbooks have been identified as stolen or destroyed; or
3. A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review. The following documentation shall be attached to each purchase order for textbooks:

- **Textbook Order Rationale Form**

This form which must be completed and attached to the front of the purchase order requires the administrator or supervisor to

- explain the reason for the purchase; and
- provide documentation that the textbook was pre-approved.

Curriculum Department Review

Each purchase order for textbooks will be reviewed by _____, Director of Curriculum, Instruction & Professional Development.

Budget Accounts

As always, only textbooks and teacher editions of the textbooks may be purchased from the "640" object code. All other books and reading material must be purchased from the "600" or "610" series accounts.