

**East Ramapo  
POLICY 4511  
TEXTBOOK SELECTION AND ADOPTION**

**Purpose:**

The purpose of this policy is to establish a transparent, inclusive, and rigorous process for the selection and adoption of textbooks and instructional materials, ensuring that resources support high-quality education and meet the diverse needs of all students.

**Policy Statement:**

The Board of Education is committed to providing students with high-quality instructional materials that are aligned with state standards, culturally responsive, and accessible for all learners. The selection and adoption of textbooks shall be conducted in a manner that supports these values.

**Textbook Adoption Process:**

**1. Responsibility and Authority:**

The Board of Education shall approve all textbooks to be used in the District schools. The Superintendent of Schools, in consultation with educators and other stakeholders, shall recommend textbooks for Board consideration.

**2. Selection Criteria:**

Textbooks will be evaluated based on the following criteria:

- Alignment with state and district curriculum standards.
- Accuracy and timeliness of content.
- Cultural relevance and inclusivity.
- Support for differentiated instruction, including resources for students with disabilities and English Language Learners.
- Availability of digital resources and integration with technology.
- Cost-effectiveness and overall value.

**3. Stakeholder Involvement:**

The Superintendent shall establish a textbook recommendation committee composed of representative staff from across the district. This committee will:

- Review potential textbooks based on the established criteria.
- Provide feedback and make recommendations to the Superintendent.
- Hold the necessary public meetings prior to any adoptions or modifications, in accordance with this policy.

**4. Review Cycle and Replacement:**

Textbooks shall generally remain in use for five years, subject to review every five years or sooner if significant curriculum changes occur. Replacement of textbooks before this period shall be done in accordance with changes in curriculum and/or state/national standards.

**5. Procedures for Selection:**

The Superintendent will develop detailed procedures for the selection and recommendation of textbooks. These procedures shall include:

- A method for vetting and reviewing textbooks.
- A timeline for completing the review and adoption process.
- Protocols for piloting textbooks when necessary.

6. **Digital Textbooks and Resources:**

When digital textbooks are considered, the selection process shall include an evaluation of technical requirements, accessibility features, and data privacy policies.

7. **Professional Development:**

The district shall provide professional development to support educators in effectively using new textbooks and instructional materials.

8. **Student Costs:**

Students shall not be required to purchase textbooks, workbooks, or other instructional materials required for participation in any program of study within the district.

**Legal References:**

Education Law §§701 et seq.; State Curriculum and Instructional Guidelines.

Adopted: 12-07-04

Revised: 01-07-25