

Instructional Materials/Program Adoption Procedure

Section 1 – Selection

The principal will see that each subject area specialist appoints a committee with a representative from each grade level and each building to serve as a selection committee.

The instructional materials committee will review all new instructional materials of their subject and in consideration of input from teachers of all grade levels, will recommend the titles for district adoption.

The principal may conduct in-service meetings for employees to explain the materials and answer questions. In-service may consist of techniques such as:

1. Faculty meetings at individual schools;
2. Resource teacher meetings;
3. Summer school demonstration class;
4. Available materials may be left at the school as long as time permits and until all those concerned have had an opportunity to review.

The teaching staff and principal of each school will review and recommend the instructional materials and quantities needed to fulfill the needs of the student. The principal will submit to the superintendent a written request for the selected materials.

The principal of each school and director of curriculum and instruction, if applicable, will meet and review the school's selection of instructional materials.

The requests for each school are consolidated by the superintendent into a district composite requisition. Instructional materials are adopted for a period of not less than two years nor more than five years after the date of first use.

A yearly October report of all basic instructional materials adopted by the district is submitted to the superintendent. The report contains:

1. A list of course and/or curriculum areas;
2. Title of the instructional materials adopted for each course and/or area;
3. Grade(s) in which the materials are used;

4. Name of publisher and/or author;
5. Copyright date;
6. Year the material was first adopted by the district.

Section 2 – Recommendation for Adoption

Title _____

Author _____

Publisher _____

Date of Copyright _____ List Price _____

(Check one) Basic Text Supplemental Text Paperback

Reason for recommendation _____

Date _____ Head of Department _____

Other comments: _____

Date approved by superintendent _____

Signature of superintendent _____

Textbook Evaluation Form

School _____

Title of material _____

Author _____

Author's background and qualifications _____

Publisher _____ Copyright date _____

Subject field _____ List price _____

Secondary course title or elementary grade level _____

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| 1. Is the author's viewpoint consistent with the Board's Statement of Educational Philosophy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the author's viewpoint consistent with the teaching and learning objectives for the subject? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the book substantially meet these 10 criteria for selection? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is the material needed by the school, department or course? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is it among the best of its kind available for the use intended? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Does it help to implement the course of study? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are its contents, vocabulary and format generally suitable for the students? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Does it have literary merit and interest appeal? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Have any available reviews been examined? | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Have staff members read and examined the material and recommended the title for purchase? | <input type="checkbox"/> | <input type="checkbox"/> |

h.	Has the area specialist or department chair reviewed the material?	<input type="checkbox"/>	<input type="checkbox"/>		
i.	Does it contribute to a balanced presentation of the subject matter?	<input type="checkbox"/>	<input type="checkbox"/>		
j.	Does it fairly portray ethnic, racial, religious and sex roles?	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Appropriateness of material for student learning:	<u>Excellent</u>	<u>Good</u>	<u>Unsatisfactory</u>	<u>None</u>
a.	Interesting and challenging at level of student comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Correct and up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Logical organization of content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Pertinence of pictures and graphic presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Discussion topics, questions, student activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Student references and bibliographies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	Tables of content, indexes, glossaries, appendixes, annotations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Summaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	Suggested student activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j.	Student manuals and workbooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k.	Student self-tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Appropriateness of material for instruction:				
a.	Teacher's guide or manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Teacher references and bibliography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Suggested supplementary materials and aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Suggested instructional methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

e.	Separately published achievement tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Separately published diagnostic tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	Provision for teaching different ability groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Content generally free of material that may be considered offensive according to accepted community standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Physical characteristics:	<u>Excellent</u>	<u>Good</u>	<u>Unsatisfactory</u>	<u>None</u>
a.	Cover design and use of color throughout book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Style and size of type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Layout of pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Clear pictures and graphic illustrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Binding, quality of paper and size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date _____

Approved _____
Department chair/Curriculum committee chair

Reconsideration Request Form for Re-evaluation of Instructional Material

(Submit to superintendent)

Book or other printed material if applicable:

Author _____ Hardcover Paperback Other

Title _____ Publisher _____ Date of Pub. _____

Audiovisual material if applicable:

Title _____ Producer (if known) _____

Type of Material (filmstrip, motion picture, etc.) _____

Request initiated by _____ Telephone _____

Address _____ City _____ Zip _____

Person making the request represent self _____ group or organization _____

Name of Group _____

1. To what in the item do you object? (Please be specific, cite pages, frames, etc.) _____

2. In your opinion what harmful effects upon students might result from use of this item? _____

3. Do you perceive any instructional value in the use of this item? _____

4. Did you review the entire item? If not, what sections did you review? _____

5. Should the opinion of any additional experts in the field be considered?

Yes No Please list suggestions if any: _____

6. What would you like the school to do about this material?

- Do not use it with my student
- Withdraw it from use
- Send it back to the selector or selectors for evaluation
- Other

7. In place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended? _____

8. Do you wish to make an oral presentation to the Review Committee?

Yes No If yes, please call the superintendent's office at _____

Date

Signature