

### **Instructional Materials/Program Adoption Procedure**

1. Prior to textbook adoption study, teachers, administrators, parents, citizens and students may suggest textbooks or materials they feel should be considered for adoption. Their specific suggestions or recommendations should be submitted to the curriculum coordinator/curriculum administrator of the content area to be reviewed.
2. The curriculum coordinator will compile and present all suggestions listed in Step 1 above to the textbook review committee. The textbook review committee will be comprised of the curriculum committee and at least two parents selected by the curriculum coordinator to represent elementary and secondary levels.
3. In order to inform constituents of the textbook review process, an announcement will be made at a regular Board meeting, a press release will be written and parents will be notified at each building within one month of the textbook committee's first meeting.
4. The textbook committee will conduct a preliminary study of textbooks and/or other materials suitable for basic adoption. Publishers and curriculum consultants may be invited to participate in the study. Material under consideration for adoption by the textbook committee will be available for review by district constituents upon request. An evaluation/rating instrument will be employed for all program/textbook considerations. The committee will decide whether to first initiate a pilot or trial use of a particular series or text or to proceed directly with an adoption. Any trial use or pilot should be coordinated and compatible with the proposed revisions in the curriculum guide. The proposed pilot or trial use must have approval of the building principal and the teachers involved.
5. After a trial use in the classroom and/or committee review, the committee will release results of its evaluation on the programs/textbooks studied to the superintendent/cabinet. Specific recommendations will be prepared and forwarded to the superintendent/cabinet. The committee must show evidence of having used an evaluation or instrument to ensure conformity with curriculum program goals.
6. The cabinet will review the recommended adoption and ensure that:
  - a. Appropriate procedures have been complied with;
  - b. Compatibility exists with other texts or skills presented at the same grade level in other curriculum areas;
  - c. The cost is within budgeted amounts.

The cabinet may forward a recommendation to the superintendent either accepting the adoption proposal or referring it back to the textbook committee for revision or further study.

7. The superintendent will decide after reviewing the textbook recommendation to either send the proposal back to the textbook committee for further review or to forward it to the Board for approval.
8. The Board may rule on the adoption recommendation or direct the superintendent to further action as it deems appropriate or conducive to reach established goals and objectives.
9. It is the building principal's responsibility to implement and maintain the district-adopted textbooks/programs. Exceptions to the district-adopted textbooks/programs could occur only after following the procedure defined below.
  - a. If a teacher has a concern regarding the effectiveness/appropriateness of the program adoption in his/her assignment area, he/she may submit that concern in writing to the building administrator. If the building administrator shares that concern, he/she may refer the concern to the superintendent. The superintendent will refer the concern to the curriculum administrator/coordinator for a recommendation. The superintendent will issue a decision on the concern after receiving the recommendation.
  - b. If a building administrator has a concern regarding the effectiveness/appropriateness of the program adoption, or if the building administrator would like to field test/pilot a specific program, the concern or the request to pilot/field test must be submitted to the superintendent for a decision. Should any pilot or field test justify continuation beyond a single school year, the continued use requires the superintendent's approval.