

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

### **Section I - Selection**

The director of curriculum and instruction 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, parents and citizens, will recommend the titles for district adoption.

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

1. Staff 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 select the instructional materials and quantities needed to fulfill the needs of the students. Each principal will submit to the superintendent a written request for the selected materials.

The principals and director of curriculum and instruction will meet and review each 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 by the director of curriculum and instruction. 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 II - Recommendation For Adoption**

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Date of Copyright \_\_\_\_\_ List Price \_\_\_\_\_

(Check one) Basic Text  Supplemental Text  Paperback

Reason for recommendation \_\_\_\_\_

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\_\_\_\_\_  
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Head of Department \_\_\_\_\_ Date: \_\_\_\_\_

Other comments: \_\_\_\_\_

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Date approved by superintendent \_\_\_\_\_

Signature of superintendent \_\_\_\_\_