

## **Instructional Materials Selection, Adoption and Purchase**

### **Instructional Materials Selection**

Committees of professional staff in consultation with parents and citizens of the community, shall review and recommend to the director of instructional services, instructional materials and/or textbook adoptions that support the district's curricular program. These materials shall be selected from the state-adopted textbook/instructional materials list or from other sources. Texts/Instructional materials selected from other than the state-adopted list must meet the criteria for selection, as published by the Oregon Department of Education (ODE), address the comprehensive curriculum goals and/or essential learning skills formulated by the ODE and meet comparable standards determined by review of the ODE in a proposed independent adoption.

### **Full Staff Review**

Prior to making a presentation to the Board and following the recommendation of the district's instructional materials/textbook selection committee, the district administrator will assure review of the recommended materials by the affected staff in each school. The preferences of affected staff will be taken into account in determining the final recommendation presented to the Board.

### **Recommendation**

The committee shall make its recommendation to the director of instructional services, who will present the proposed materials/texts to the Board. The recommendation shall include the committee's specific reasons for selection of the material. The opportunity for public review of the proposed materials will be published in the local press. The proposed adoption will be made by the Board at a regular meeting.

### **Adoption**

The Board shall vote to adopt the proposed instructional materials/texts. The motion to adopt will contain at least the following information:

1. Materials title(s);
2. Materials publisher;
3. Materials copyright date;
4. Courses/Grades/Curricular areas for intended use.

The motion (with appropriate information) and the vote of the Board shall be recorded in the Board meeting minutes.

### **Purchase**

The purchase of adopted instructional materials/textbooks shall be coordinated by the director of instructional services. Materials for each new adoption shall be ordered in sufficient quantity to assure that each student in the district has access to the adopted materials. Student texts/materials shall be purchased at the rate of one per student enrolled at the time of purchase; teacher and supplementary materials adopted shall be ordered at the rate of one per teacher instructing the course/grade/class for which the materials were adopted. The ordering of any supplementary materials will be discussed first with the affected staff to solicit input. The cost of the adoption purchase shall be funded by the district. Projections into future years of increased need for specific instructional materials not initially ordered as part of the adoption purchase will be covered by the building level replacement textbook account.

### **Ordering Materials**

In finalizing the order for new instructional materials, the director of instructional services will submit a list of materials intended for purchase to the appropriate building administrators for review. This list will specify the quantity of each item of the adoption recommended for purchase, the cost per item and the total cost. Any discrepancy between the quantity to be ordered as specified in the above section and what an administrator may desire to be ordered will be discussed before the order is finalized.

### **Delivery of Materials**

The district will generate purchase orders for new materials to be delivered to each individual school. The office staff at each school will be responsible for handling packing slips, invoices and authorization to pay copies of all instructional materials purchase orders. Every reasonable effort will be made to assure that delivery of materials will be made in a timely manner, before the beginning of the school year for which the materials are purchased. It should be recognized by staff, however, that the district has no control over the processing of orders once they have left the district.