



IJ-AR - INSTRUCTIONAL RESOURCES AND MATERIALS

District professional staff and citizens will review and recommend learning resources that are the major information source (textbooks and primary support materials) for the standards being taught (instructional program objectives) and are required for use in a unit of study. These materials are then formally adopted by the Board of Education (see Board of Education Policy IJ).

PROCEDURE

1. At the appropriate time in the curriculum development process, the director of curriculum and instruction shall direct the curriculum specialist, or designee, to form a curriculum selection committee of an appropriate composition and define a formal review process.
2. The committee shall be a subcommittee of the Instructional Improvement Committee (IIC) and may include, but not be limited to, the following representatives:
 - Classroom teachers
 - School administrators
 - Library media specialist(s)
 - Special education teacher(s)
 - Parents
 - Citizens
 - Purchasing department representative
3. The review process shall include, but not be limited to, the following:
 - a. Reviewing the materials currently being used in the area of study and determining which of those materials should be retained and which should be replaced.
 - b. Surveying new materials available for selection. The chairperson will collect samples of and information about all appropriate products that are currently published.
 - c. Developing or revising review and evaluation standards and forms to meet the needs of the curriculum area.
 - d. Professional staff narrowing the selection to those materials that meet district standards and adhere to district policies of non-bias and nondiscrimination.

- e. Testing selected materials in actual teaching situations through a process when the materials are new; e.g., the Connie Muther blind review procedure.
 - f. Committee reviewing and reporting on appropriate district forms the results of the professional review and the classroom testing of the materials.
 - g. The chair of the selection committee, the textbook budget officer, and a district purchasing officer negotiating costs with selected vendors.
 - h. Committee communicating its findings to the principals and director.
 - i. Committee presenting their findings to the IIC (composed of department chairs or content area representatives from the secondary and elementary schools).
 - j. Selection Committee and the IIC making a final recommendation to the director of curriculum and instruction.
 - k. The director of curriculum and instruction and representatives from the selection committee presenting their recommendations to the Board of Education for approval.
4. Once materials have been adopted, the director of curriculum and instruction will send a form indicating what texts and materials were approved and what can be purchased to the district procurement manager.
 - a. The director of curriculum and instruction will send a form to the district procurement manager indicating what texts and/or materials were approved and what texts and/or materials will be purchased from textbook monies.
 - b. A list of the adopted and approved texts and materials will be available to all principals indicating which texts and materials will be purchased by the district and which texts and materials are the responsibility of the school.
 5. The district procurement manager and district warehouse manager will work with the curriculum coordinators to facilitate the purchase and delivery of texts and materials. The district procurement manager will negotiate with vendors the purchasing of the textbooks and supplementary materials.
 6. When items are received, the order needs to be confirmed as accurate, inventoried, bar coded, and sent to appropriate sites.

Approved: May 30, 1997