

INSTRUCTION

Instructional Materials

In Board Policy 2311 textbooks and instructional materials have been defined as the textbook that will be purchased to support the curriculum and standards of a given subject area. The instructional materials are those instruction support items that accompany that textbook i.e. consumables, software, online tools and leveled readers. The process of the textbook and its supporting “instructional material” selection and purchase will follow the identified protocol:

1. Establish a rotation based on need of textbook updates
2. A subject specific teacher team will be formed to review textbooks to be considered for purchase.
3. The curriculum director will facilitate that process.
4. The team will use a rubric driven method to ensure the all critical factors will be considered in textbook selection.
5. The team will make the selection by qualified/informed consensus.
 - a. Qualified or informed consensus is defined by the group giving all parties an opportunity to be heard and understood by the team. The team will vote (could be a straight vote or weighted). The majority vote will be the recommendation given.
6. The recommendation will be given to the standing curriculum committee consisting of one board member, one community member and two teachers. Their responsibility is to ensure appropriate diligence and protocol has been followed. It is recommended that the board’s Curriculum Committee attend and be part of this step.
7. The Board’s Curriculum Chair with the support of the curriculum director will present to the board for a vote for adoption.

The purchase of other supplementary materials that would be used in classroom sets or learning materials that would support the learning standards/curriculum of that subject, would follow the following protocol:

1. All teachers who will be using the materials must review the material for appropriateness, curriculum alignment, and student learning value.
2. The principals will need to approve the purchase using the same criteria.
3. The Curriculum Director will approve based on systemic appropriateness and duplication i.e., is the same material being used in a different grade / project.
4. The purchase will be signed off by the superintendent.

Policy History:

Adopted on: June 11th, 2013

Review on:

Revised on: