Banks School District

Instructional Materials Adoption Procedures

Braves Classroom Experience: (What do we want this to look like/feel like for our students?)

1. Prior to an adoption study, teachers, administrators, parents, citizens and students may suggest 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/curriculum administrator will compile and present all suggestions listed in Step 1 to the adoption committee. The adoption committee will be composed of classroom teachers and the curriculum administrator. Other members of district teaching staff and administration as appropriate.

3. The committee will conduct a needs assessment to prioritize needs in the district.

4. The committee will conduct a preliminary study of materials suitable for basic adoption. This study may include attending the state caravan or viewing caravan videos. An evaluation/rating instrument will be employed for all program/instructional materials considerations.

5. The committee will decide whether to initiate a pilot use of a particular series or text. The proposed pilot must have approval of the principal and the teachers involved.

6. Material under consideration for adoption by the committee will be available for review by district employees and community members at a scheduled and published date.

7. The adoption committee will review the pilot and determine whether or not to recommend a curriculum based on the pilot or conduct further research into a different curriculum.

8. The adoption committee will forward a recommendation for curriculum and professional development to the school board. The superintendent may accept or reject the recommendation. If the superintendent rejects the recommendation, the committee will continue their selection process.

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