
CURRICULUM
ADOPTION OF INSTRUCTIONAL MATERIALS (CUR-P001)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used for adoption of instructional materials for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Curriculum & Instruction Supervisors

3.0 APPROVAL AUTHORITY:

Signature

Date

- 3.1 Executive Director of Curriculum & Instruction

4.0 DEFINITIONS:

- 4.1 SLPS – St. Louis Public Schools
- 4.2 Communities – Teachers, Parents, Union Representatives, University Instructors, Administrators, Cultural Institutions

5.0 PROCEDURE:

- 5.1 Establish Content Area Communities
- 5.2 Contact Vendors
- 5.3 Establish First Meeting Date/Time/Location
- 5.4 Establish Presentation Dates/Times/Location
- 5.5 Conduct Textbook/Instructional Materials Adoption Presentations
- 5.6 Conduct Review, Discussion, and Voting Session
- 5.7 Develop Budget and Proposals
- 5.8 Submit Proposals to Board
- 5.9 Select Vendors
- 5.10 Notify Vendors

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Textbook/Instructional Materials Adoption Outline/Timeline
- 6.2 Textbook/Instructional Materials Selection/Evaluation (Policy)
- 6.3 Textbook/Instructional Materials Vendor Invitation
- 6.4 Textbook/Instructional Materials Adoption Committee Invitation (Teacher)
- 6.5 Textbook/Instructional Materials Adoption Committee Invitation (Community)
- 6.6 Textbook/Instructional Materials Adoption Committee Invitation (Parent)

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- 6.7 Evaluating Textbooks/Instructional Materials Guidelines
- 6.8 Consumer's Guide
- 6.9 Evaluation Form
- 6.10 Textbook/Instructional Materials Adoption Rating Form (High School)
- 6.11 Textbook/Instructional Materials Adoption Rating Form (Elementary School)
- 6.12 Summation of Teacher Recommendations (Textbook/Instructional Materials Adoption Rating Form – TARF)
- 6.13 Textbook Adoption Proposal Summary
- 6.14 Acceptance Letter
- 6.15 Rejection Letter

7.0 RECORD RETENTION TABLE:

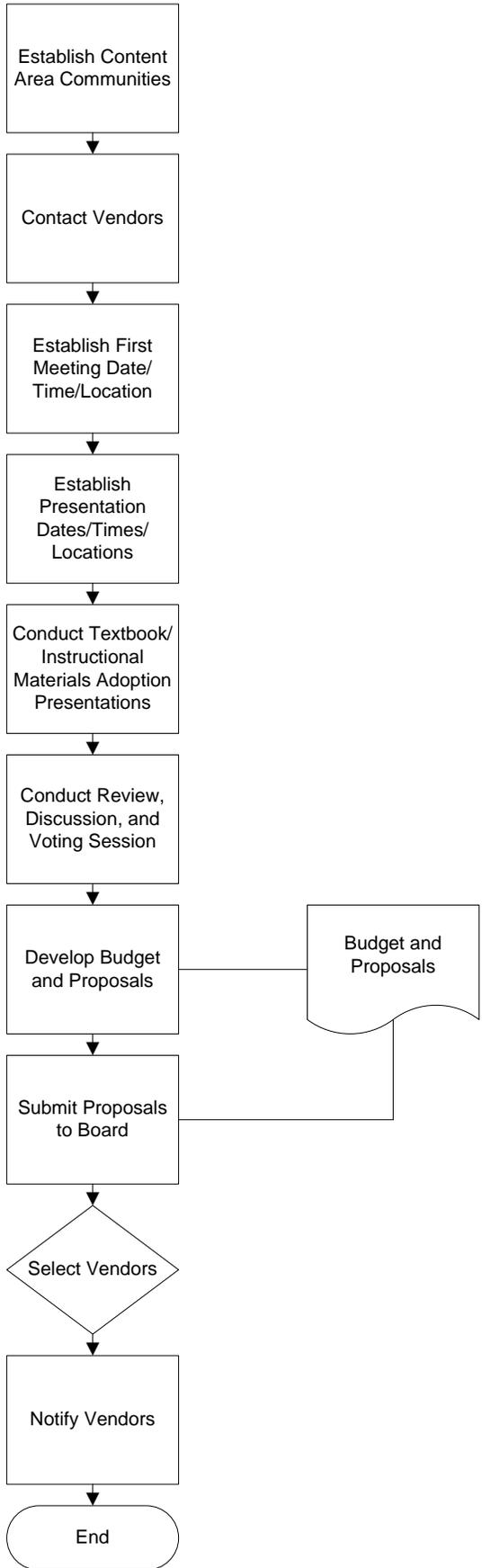
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Adoption of Instructional Materials	Computer Hard Drive	Various	Discard as Desired	Password Protected Computer

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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***** End of Procedure *****