

Allen Park Public Schools Textbook Adoption Process

1. Teachers and Administrators will submit a request for study to the K-12 Content Committee. The study form will include the names of the individuals (representing all schools, grade bands, and special education) involved in the study.
2. Upon approval of the K-12 Content Committee, the District Curriculum Director contacts vendors for sample textbooks and resources.
3. Upon receipt of textbook samples, the Curriculum Director keeps the items secured without a presentation to the study committee. The Curriculum Director gathers the study committee and presents photocopied pages of the content pages of each of the samples being reviewed.
4. The study committee compares only the content pages of the samples with the State of Michigan Curriculum Framework, Grade Level Content Expectations and/or High School Content Expectations. Through this process, the number of samples is narrowed by the study committee.
5. A Textbook Evaluation Form is completed on the remaining samples. A review of the completed *Textbook Evaluation Forms* are made with a determination of the textbook and/or resources to recommend to the K-12 Content Committee, along with plans for staff development of the new text and/or resources.
6. The process will include input from students.
7. The district curriculum director will initiate a search of textbook adoptions by other school districts.
8. If the Study Committee desires, a request for publisher(s) presentations can be made by the Curriculum Director.
9. A written report is presented to the K-12 Content Committee by a representative of the Study Committee. The K-12 Content Committee will either approve or disapprove the recommendation. The recommendation is presented to the Instructional Curriculum Council for consideration.
10. If the request is approved by the Instructional Curriculum Council, a presentation will be made to the Allen Park Public Schools' Board of Education with a written recommendation made by the Curriculum Director.
11. If approved by the Allen Park Public Schools, the materials are purchased and staff training is arranged.