CURRICULUM
ADOPTION OF TEXTBOOKS (CUR-P002)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

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

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

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 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 Adoption Outline/Timeline

   6.2 Textbook Selection/Evaluation (Policy)

   6.3 Textbook Vendor Invitation

   6.4 Textbook Adoption Committee Invitation (Teacher)

   6.5 Textbook Adoption Committee Invitation (Community)

   6.6 Textbook Adoption Committee Invitation (Parent)

6.7 Evaluating Textbooks Guidelines

6.8 Consumer's Guide

6.9 Evaluation Form

6.10 Textbook Adoption Rating Form (High School)

6.11 Textbook Adoption Rating Form (Elementary School)

6.12 Summation of Teacher Recommendations (Textbook Adoption Rating Form – TARF)

6.13 Textbook Adoption Proposal Summary

6.14 Acceptance Letter
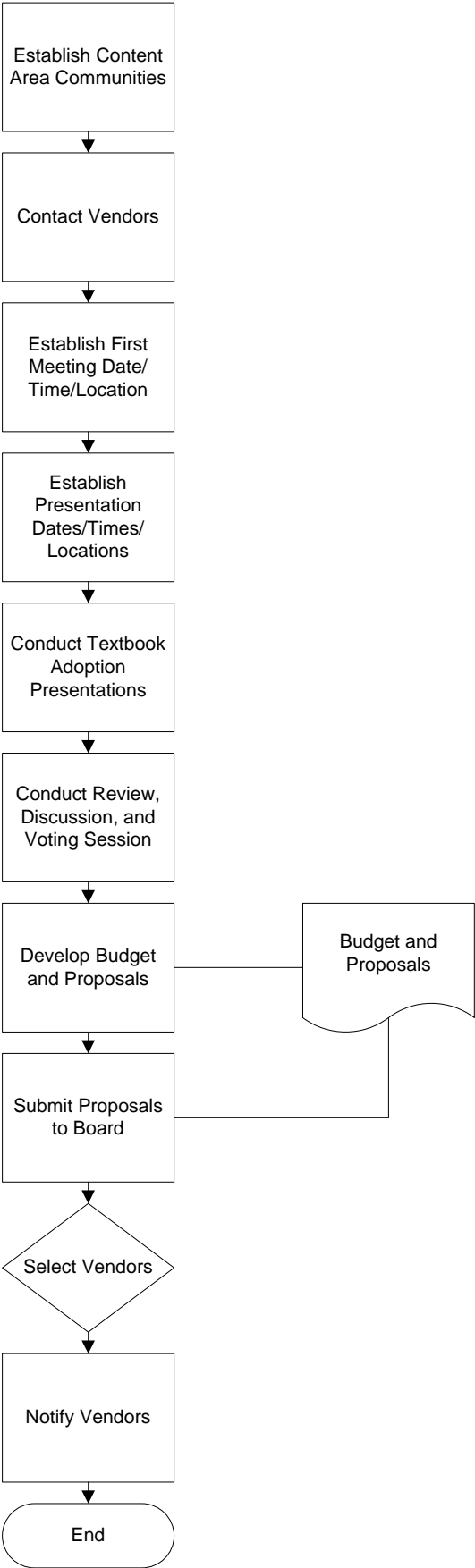
6.15 Rejection Letter

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Textbook Adoption	Computer Hard Drive	Various	Discard as Desired	Password Protected Computer

8.0 REVISION HISTORY:

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

CURRICULUM
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CUR-P002

Establish Content
Area Communities

Contact Vendors

Establish First
Meeting Date/
Time/Location

Establish
Presentation
Dates/Times/
Locations

Conduct Textbook
Adoption
Presentations

Conduct Review,
Discussion, and
Voting Session

Develop Budget
and Proposals → Budget and Proposals

Submit Proposals
to Board

Select Vendors

Notify Vendors

End

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