

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 6110-2</b>
<b>SUBJECT:</b>  <b>INSTRUCTIONAL RESOURCES SELECTION AND ADOPTION PROCESS</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 03/18/11; 03/07/13; 12/11/13</b>  <b>PREPARING OFFICE: TEACHING AND LEARNING</b>

**I. PURPOSE:**

To establish procedures for the selection of district-adopted instructional resources.

**II. PERSONNEL AFFECTED:**

A. All Certified

B. Business Office

**III. DEFINITIONS**

For purposes of this regulation, “instructional resources” means textbooks, consumable workbooks, software, and related resources.

- A. The executive director of teaching and learning shall recommend all purchase requests from the district’s textbook fund to the Board of Education. When possible, recommendations for selecting new instructional resources shall be made by designated curriculum and assessment teams. This approval process will help assure that all students are consistently provided with high quality learning resources, which have been aligned to the district’s curriculum and assessment programs. Additionally, board-adopted resources must be consistent with the district’s mission and learning principles and the curriculum area philosophy.

The instructional resources selection team should be composed of at least three teachers whenever the entire curriculum and assessment team will not serve as the deciding body.

- B. Written recommendations to approve new instructional resource requests must include:
1. A strong rationale;
  2. A set of course/grade level standards approved by the designated curriculum and assessment team; and

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- 3. Evidence of progress toward designing and/or selection course/grade level assessments that are aligned to the course/grade level standards.**
- C. Throughout the selection process, judgments about sample resources shall be based on a written set of selection criteria. Written recommendations for new instructional resources will normally be due to the Executive Director of Teaching and Learning by April 1.**
- D. The Teaching and Learning staff will share responsibility with the director of purchasing for ordering all newly adopted instructional resources from publishers.**
- E. A rotation cycle will be developed to purchase new resources for all P-12 courses and grade levels within a seven-year period. “Off cycle” needs that are compelling and affordable may also be considered in any year.**