

**DISTRICT TWENTY PROCEDURE FOR BUILDING-LEVEL SELECTION OF INSTRUCTIONAL MATERIALS AND TEXTBOOKS**

|                                      | <b>PURPOSE</b>                                                                                                                       | <b>PARTICIPANTS</b>                                                                                                                                                                                                                     | <b>TASKS</b>                                                                                                                                                                                                                     | <b>FORMS</b>                                                                                                | <b>SUGGESTED TIMELINE</b>                                                                                                            |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>PHASE ONE:</b>                    | To research and find appropriate instructional materials and narrow the choices for consideration                                    | Teachers of the specific class<br>Principal or administrative designee<br>Department chair                                                                                                                                              | Ascertain curricular objectives<br>Obtain materials from multiple publishers and/or suppliers<br>Screen materials for appropriateness<br>Narrow choices for consideration in Phase Two<br>Present information to Phase Two group | District Twenty Expert Panel Textbook Review Form IIAC-E-1                                                  | 6-8 weeks                                                                                                                            |
| <b>PHASE TWO:</b><br>Consideration   | To review materials recommended in Phase One                                                                                         | All members above PLUS<br>Parent(s) as appointed by the principal<br>Student(s) who have had the class<br>Teacher outside the department<br>As appropriate: Counselors; SPED, TAG, ESL, teachers; central office/curriculum specialists | Convene committee<br>Review materials received from Phase One group (new members complete worksheets)<br>Supply adequate notice for public review                                                                                | District Twenty Expert Panel Textbook Review Form IIAC-E-1                                                  | 4-8 weeks                                                                                                                            |
| <b>PHASE THREE:</b>                  | To allow the public adequate opportunity to review recommended materials                                                             | Interested parents/community members                                                                                                                                                                                                    | Display materials<br>Provide worksheets                                                                                                                                                                                          | District Twenty Expert Panel Textbook Review Form IIAC-E-1                                                  | 2 weeks minimum on display after adequate notice has been mailed and/or announced. These two weeks may be concurrent with Phase Two. |
| <b>PHASE FOUR:</b><br>Recommendation | To consider review data from Phase Two and forward recommendations to the Assistant Superintendent for Learning Services or designee | Phase Two committee                                                                                                                                                                                                                     | Review worksheets<br>Reach a decision<br>Forward recommendation to Assistant Superintendent for Learning Services or designee                                                                                                    | District Twenty Expert Panel Textbook Review Form to Assistant Superintendent for Learning Service IIAC-E-1 |                                                                                                                                      |

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April 7, 2005  
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