

NEW COURSE AND TEXTBOOK ADOPTION PROCESS GUIDE

The principal at each school, subject to the direction of the District Administrator, the recommendation of the Curriculum Committee and approval by the Board of Education, shall at the expense of the school district, purchase textbooks and other school supplies for new and existing courses offered by the school district.

Consistent with Wisconsin State Statutes and district policy, the district shall loan textbooks to the pupils attending Manawa Schools free of charge.

NEW COURSE PROPOSAL PROCESS

Purpose: The purpose of the New Course adoption process is to make informed decisions, offer relevant course proposals that align with the Districts mission and the Common Core State Standards.

1. Staff member submits new course proposal to building Principal.
 - Course name
 - Syllabus
 - Textbook-E-Books/Materials
 - Budget
 - Potential conflicts with other courses
 - Credit proposal (Discipline/area)
2. Building Principal reviews proposal with Curriculum Director
3. Building Principal meets with staff members, all questions are to be resolved.
4. Building Principal schedules meeting with staff member and Curriculum Committee.
5. Building Principal and Staff member present to Curriculum Committee
6. Building Principal/staff member 2nd meeting with Curriculum Committee (If needed)
7. Building Principal/Staff member present course proposal to Board
8. Board Approval (1st or 2nd reading)
- 9.

TEXTBOOK ADOPTION PROCESS

Purpose: The purpose of the Textbook adoption process is to make informed decisions, selecting current text including e-books that align with the District's curriculum and the Common Core State Standards.

1. The Building Principal, Curriculum Director and Curriculum Committee shall identify a district text review and rotation schedule.
2. Board approval-Textbook rotation schedule
3. The building Principal will meet with teacher/Textbook/Materials Committee, publisher's representatives to preview and select pilot book or series.
4. If pilot book or series is selected, pilot duration shall be for a minimum of 1 semester and maximum of 1 academic year.
5. The building Principal and/or Curriculum Director will gather feedback from the teacher(s).
6. The building Principal and staff member shall make the textbook presentation to the Curriculum Committee.
7. The Curriculum Committee shall discuss the textbook proposal and make a recommendation to the Board of Education.
8. The Board of Education approves the Textbook/Materials purchase.