
TEXTBOOK ADOPTION PROCEDURE (INS-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure defines the requirements for adopting textbooks for use in the Clarksville-Montgomery County School System.

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

2.0 RESPONSIBILITY:

- 2.1 Curriculum and Instruction Coordinator (CIC)

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Textbook adoption committees are developed in compliance with state regulations. Committees are divided into grade level or course groups as identified in Superintendent's Record of Names and Qualifications of Members of Local Textbook Selecting Committees.
- 5.2 Dates and locations are established for textbook adoption committee meetings. Meetings are typically held in October and February each year.
- 5.3 Prospective committee members are invited to participate in the textbook adoption process.
 - 5.3.1 Follow up memo is sent regarding date for initial meeting.
- 5.4 Initial meeting is conducted.
 - 5.4.1 CIC welcomes the committee and provides an overview of the adoption process on the first day.
 - 5.4.2 CIC administers the oath as contained in Report of Local Adoption of Textbooks.
- 5.5 State forms are completed and returned by the required due dates. These forms include Plan Selection Form for Local Textbook Hearings, Certification of Compliance with Tennessee Code Annotated Section 49-3-310(4)(A) and Number of Sets of Official Samples.
- 5.6 Textbook Evaluation Instrument and Official List of Textbooks are distributed to each school contact.
- 5.7 Each school receives sample textbooks for review.
- 5.8 After examination, schools vote for preferred textbooks.
- 5.9 Textbook Evaluation Instrument and List of Top Publishers are collected from each school and data compiled.
- 5.10 State department notified of top publishers to be invited to textbook hearings and of hearing schedule.

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- 5.11 Textbooks hearings are conducted on the selected day during the second semester where adoption committee members review and select the texts to be recommended for adoption.
- 5.12 Recommendations for adoption are sent to the CMCSS Board of Education for approval using Report of Local Adoption of Textbooks.
 - 5.12.1 If recommendations are not approved they are returned to the committee for further review.
- 5.13 Adoption list and record of Board approval are submitted to the State Department of Education.
- 5.14 Textbook Processing representative is notified of completion of the adoption process and receives adoption list for purchase (ref. [TXT-P001](#)).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Textbook Evaluation Instrument
- 6.2 List of Top Publishers
- 6.3 State Forms:
 - 6.3.1 Plan Selection Form for Local Textbook hearing (State Form ED-2149)
 - 6.3.2 Certification of Compliance with TCA-49-3-310(4)(A) (State Form ED-2152)
 - 6.3.3 Number of Sets of Official Samples (State Form ED-2168)
 - 6.3.4 Superintendent's Record of Names and Qualifications of Member of Local Textbook Selecting Committees (State Form ED-2150)
 - 6.3.5 Report of Local Adoption of Textbooks (State Form ED-2154)
 - 6.3.6 Certificate of Adoption by Local Board of Education (State Form ED-2153)
 - 6.3.7 Local Textbook Adoption Report Abstract (Official List of Textbooks)
 - 6.3.8 Hearing Schedule (State Form ED-2256, submitted on line)
- 6.4 Ordering/Delivering Books Under Current Adoption ([TXB-P001](#))
- 6.5 Tennessee Code Annotated 49-6-2207

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
State Forms	Instructional Department	6 years	Discard as desired	Secured Building

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/11/03		Initial Release
4/21/04	A	Add associated document 6.5

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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