



**File: AR-IJJ/R**

### **TEXTBOOK OR MATERIALS ADOPTION**

1. The ARPS Curriculum Committee will submit textbooks and textbook programs to the ARPS Board of Directors for their review and consideration. The committee will consist of at least one member of the ARPS Board of Directors.
2. When the ARPS Board of Directors determines that the curriculum needs to be changed or that new textbooks are needed, then they will instruct the Curriculum Committee as to:
  - \* The task to be accomplished
  - \* The role and the function of the committee in the task
  - \* The time lines for the process
3. The Curriculum Committee will meet and discuss the goals of the curriculum and any appropriate school goals, how these goals apply to the subject(s) being considered for new textbooks, and the best ways to teach the subject(s).
4. The Curriculum Committee will notify publishers/representatives of textbook selection time lines, request examination copies, see their presentations, and review the various textbooks in depth.
5. The Curriculum Committee will rank the textbooks for presentation to the ARPS Board of Directors, after a four week minimum display of the materials to allow for written public comment.
6. The ARPS Board of Directors may formally adopt one or more of the textbooks.
7. The Principal will oversee the ordering of textbooks and/or instructional materials.

Adopted January 15, 2014