

**Waterford Public Schools
Proposal for Instructional Materials Adoption**

Instructional Materials Selection

Instructional materials, including textbooks and software, should be updated as part of the ongoing seven year curriculum development cycle. In addition, there are times between the development cycle where teachers want to use an instructional material that was not thought of or did not exist at the time of the last curricular revision. This form addresses the criteria set forth in Policy 6110.

Date: _____ Subject: _____
Grade Level: _____ Instructional Level: _____
(Standard, Advanced / ECE, Honors / AP, Remedial, All)
Text Title / Name of Software: _____
Publisher / Supplier: _____
Copyright Date: _____ Edition: _____
Authors: _____

1. What are the reasons for the desired instructional materials?
2. How well does the instructional material align with curriculum? (Attach copy of the specific unit, goals in the approved curriculum.)
3. Are these instructional materials developmentally appropriate for students? Yes or No
4. What is the publisher's recommended readability? (Cite source) _____
5. How do these instructional materials foster higher order thinking skills?
6. How well does this material address motivational/interest factors?

7. How suitable is the content? (Quality of writing, illustrations, photos, graphs, etc.)

8. How do the instructional materials foster a respect for cultural and ethnic diversity?

9. Is there any content that may be objectionable or bias to parents because of religious or other values? (Explain potential concerns)

10. Summarize why this material is the recommendation of this group of teachers.

11. What other materials were investigated?
 - A. Text Title / Name of Software: _____
Publisher / Supplier: _____
Copyright Date: _____ Edition: _____
Authors: _____

 - B. Text Title / Name of Software: _____
Publisher / Supplier: _____
Copyright Date: _____ Edition: _____
Authors: _____

 - C. Text Title / Name of Software: _____
Publisher / Supplier: _____
Copyright Date: _____ Edition: _____
Authors: _____

12. Cost of the new instructional materials:

<u>Title / Name</u>	<u>ISBN / Product Number</u>	<u>Retail Price</u>	<u>Quantity / Number of Licenses</u>	<u>Total</u>

The instructional materials are: _____ paid from school level budget

or

_____ paid from district level budget

Reviewed and recommended by: _____ Date: _____
Department Head / Curriculum Leader

_____ Date: _____
Principal

_____ Date: _____
IT Director (if applicable)

_____ Date: _____
Assistant Superintendent

By statute the Board will make the final selection decision for new textbooks. Other instructional materials will be selected by certified staff.

Board of Education Approval Required: Yes _____ No _____

Approved: _____ Date: _____
Superintendent of Schools