



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 Director of Curriculum and Instruction (DCI)

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

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 Director of Schools' 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 the early spring 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 DCI welcomes the committee and provides an overview of the adoption process on the first day.
 - 5.4.2 Notary public administers the oath as contained in LEA Adoption Report.
- 5.5 State forms are completed and returned by the required due dates. These forms include Certification of Compliance with Tennessee Code Annotated Section 49-3-310(4)(A) and Requests for Samples.
- 5.6 As part of the public review process, on-line access to state approved materials and evaluation forms will be made available to all stakeholders.
- 5.7 A deadline for review and evaluation submission will be set and communicated to stakeholders who wish to participate in the public review process.
- 5.8 Adoption committee members review stakeholder input and select the texts to be recommended for adoption.



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5.9 Recommendations for adoption are sent to the CMCSS Board of Education for approval using Report of Local Adoption of Textbooks.

5.9.1 If recommendations are not approved, they are returned to the committee for further review.

5.10 Adoption list and record of Board approval are submitted to the State Department of Education.

5.11 Textbook Processing representative is notified of completion of the adoption process and receives adoption list for purchase (TXT-P001).

6.0 ASSOCIATED DOCUMENTS:

6.1 Textbook Evaluation Instrument

6.2 Official List of Textbooks and Instructional Materials

6.3 State Forms:

6.3.1 Certification of Compliance with TCA-49-3-310(4)(A) (State Form ED-2152)

6.3.2 Request for Samples (State Form ED-2168)

6.3.3 Director of Schools' Record of Names and Qualifications of Member of Local Textbook Selecting Committees (State Form ED-2150)

6.3.4 LEA Adoption Report (State Form ED-2154)

6.3.5 Certificate of Adoption by Local Board of Education (State Form ED-2153)

6.3.6 Report of Local Adoption of Textbooks to State (State Form ED-5099)

6.3.7 Ordering/Delivering Books Under Current Adoption (TXB-P001)

6.3.8 Tennessee Code Annotated 49-6-22

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

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



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1/8/15	B	Updated Responsibility, Approval Authority, and terminology throughout; updated 5.2 to reflect early spring; 5.4.2 updated to reflect notary public administers oath; updated procedure to reflect on-line access and review of materials and recommendations selected by Adoption Committee (sections 5.6 and 5.7), updated Associated Documents and Flowchart.
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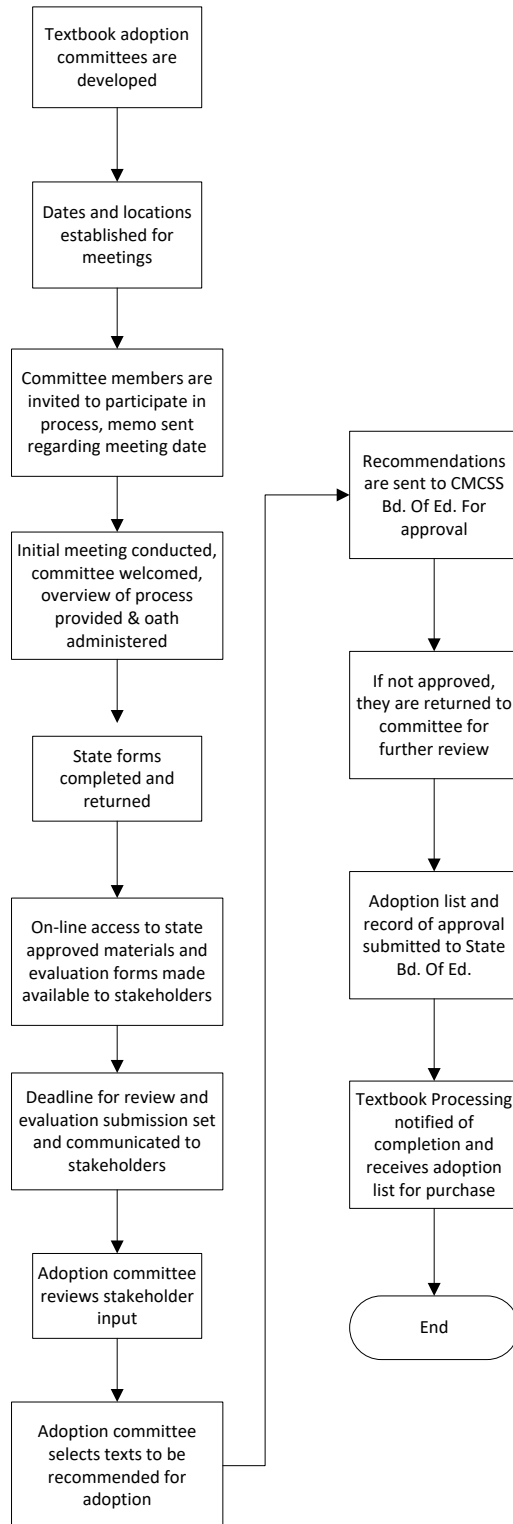
12/12/22	Reviewed, no changes
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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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