



TEXTBOOK ADOPTION COMMITTEE PARENT PARTICIPATION PROCEDURE (INS-P031)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure describes the process that will be used to appoint parents as voting members of textbook adoption committees in the Clarksville-Montgomery County School System.

2.0 RESPONSIBILITY:

- 2.1 Director of Curriculum and Instruction (DCI)

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

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

4.0 DEFINITIONS:

- 4.1 Eligible parents: members of the Parent Advisory Committee with children currently enrolled in a CMCSS school.

5.0 PROCEDURE:

- 5.1 Dates and locations are established for textbook adoption committee meetings.
- 5.2 Eligible parents are informed of both the established dates for adoption committee meetings and the dates for open review of textbooks.
- 5.3 DCI communicate textbook adoption committee member application procedure to all eligible parents.
- 5.4 Eligible parents interested in serving as voting members of the textbook adoption committee submit an application to the DCI by an established deadline.
- 5.5 DCI randomly chooses one eligible parent application per grade level or course group.
- 5.6 DCI informs chosen eligible parents of appointment to the committees.
- 5.7 DCI share names of appointed parent textbook adoption committee members and remind other parents of open dates for parent review and input.
- 5.8 Parents appointed to the textbook adoption committee follow all procedures associated with textbook adoption.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Textbook Adoption Procedure ([INS-P001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/8/15	IR	Initial Release
12/14/22	A	Removed Parent Ambassador Program and Parent Volunteer Coordinator as those are no longer in existence. Renamed Parent Communications Group to Parent Advisory Committee

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