

BUCKNER ELEMENTARY SCHOOL COUNCIL POLICY

SELECTION OF TEXTBOOKS AND/OR INSTRUCTIONAL MATERIAL

2002

TOPICS

STATEMENT

a. Instructional  
Materials  
(defined)

Instructional materials shall mean commercial materials, media, and software used by teachers to deliver instruction.

b. Committee

The standing Curriculum Committee shall develop a plan for the acquisition of textbooks and/or instructional materials utilizing the allocation provided to the school from the state of Kentucky and the district.

The committee shall make recommendations and report to the Council. The school librarian/media specialist shall assist in the development of the recommendations. The recommendations shall be developed with a focus on the overall needs of the instructional program. Selection of materials shall be based on the alignment of content with the Oldham County Curriculum Framework and upon needs identified in the School Improvement Plan. The committee shall also submit the written plan for the utilization of the textbook allocation to the Council for approval.

The committee shall be responsible for:

1. Surveying the teachers to determine their instructional material needs and preferences.
2. Studying text book/instructional material samples and identifying and selecting a list of textbooks and/or instructional materials to be used in the instructional program.
3. Developing a written plan, based on the appropriations made available to the school for texts and/or instructional materials that specifies the utilization of the resources over the six year adoption cycle.

c. Budget

The appropriations for textbooks and/or instructional materials will be set by the Board of Education. The budget developed by the committee shall not exceed the appropriations. The Council shall approve the budget and the selection of materials. The Council

shall confer with the librarian/media specialist prior to the approval of the plan for the utilization of the textbook/instructional material allocation.

d. Procurement

The Principal and his/her staff shall be responsible for ordering, receiving, and approving payment for the textbooks and/or instructional materials.

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Adopted – Buckner Elementary School Council – February 16, 1999  
Revised - Buckner Elementary School Council – December 14, 1999  
Revised - Buckner Elementary School Council – November 21, 2000  
Revised – Buckner Elementary School Council – January 21, 2010