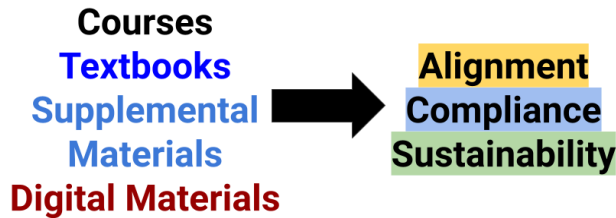




RJUHSD Core Instructional Materials Adoption Process

Applies to both newly adopted core materials (print and digital) and new editions of approved books.



Part 1: Determine the Need for Materials

1. Teachers seeking a new edition begin by discussing textbook/materials needs with Amy Black (ablack@rjuhsd.us or ext. 1047). If it is recommended that they move forward, teachers will receive print samples or online access from the providers of content/materials through Ed Services. The site department lead should review the [RJUHSD Curriculum Adoption Process](#) to understand the adoption process comprehensively.

For curricular, financial, and legal reasons, we must ensure that courses, textbooks, supplemental, and digital materials are well-aligned, comply with all laws and board policies (BP/AR 6141 and 6161.1), and are financially affordable long term.

Part 2: Review and Selection

2. The C&I Dept. coordinates with the lead rep from each site to set up a Review Committee Meeting that includes at least one rep from each school site, preferably someone currently teaching the course (**or planning to do so**).

3. Teachers review each set of materials by completing a customized materials evaluation rubric for each publisher piloted and coming to a consensus on the best materials for the course. Note: Consensus means that all sites must agree to use these materials for any sections of the course for which this book is being adopted.

Note for Digital Materials ONLY: If the instructional materials are digital (online website, online student support, etc.), the site department chairperson and/or department lead must complete the **Digital Materials Request Form** for review. The materials will then be sent to Amy Black, Executive Director, C&I, for review and approval.

4. The C&I department will take recommended instructional materials to the District Principals' meeting for approval.

Part 3: Formal Adoption

5. If Principals approve, instructional materials are taken to each School Site Council meeting and the District CILT Team. If approved, the textbook goes to the Board of Trustees for its first public reading. (*NOTE: For adoption of a new edition of an already-adopted text, only a "Single Read" is necessary. Skip to step 8 for these cases.*)

6. If the Board approves the First Reading, samples of instructional materials will be available for public review at each school's front office and the district office lobby for 30 days. Members of the public have the opportunity to express any concerns about the textbook. (Depending on public feedback, the RJUHSD cabinet decides whether or not to recommend materials for final adoption.)

7. Materials are brought to the Board of Trustees for a Second Reading and final adoption. If adopted, the C&I department secretary will add the book to the RJUHSD Adopted Materials list, and former core resources will be scheduled for removal from all sites and surplus.

Part 4: Purchasing, Receiving, and Inventory

8. The Assistant Principal in charge of textbooks places the order for materials using the [RJUHSD Textbook and Materials Order Form](#). APs must ensure that they input the accurate ISBN and the number of students enrolled for one term and one class set for any teacher instructing the course. *(Please note that course enrollment # numbers will be checked, so please order reasonable book quantities.)* Include teacher names for teacher editions to ensure accurate delivery to each teacher. Make sure to contact Stefanie Quinones so that she knows the order has been placed on the Textbook Order Form Request.

9. If orders are correctly entered and quantities align with expected enrollment numbers, Stefanie Quinones, C & I Department Secretary, places orders with the Business Department and gives specific delivery instructions to the publisher/delivery company. School sites **MUST** receive and inventory materials upon arrival and let their assigned District Librarian know their location. **ALL** materials **MUST** be entered in Follett before being distributed to teachers.

If you have any questions about this process, please contact Amy Black at ablack@rjuhsd.us or extension 1047.