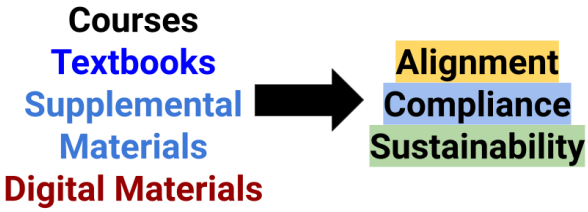
Roseville Joint Union High School District

RJUHSD Supplemental Materials Adoption Process

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

- **10+ titles require School Site Council (SSC), CILT, and Board Approval**
- Completed SSC *Approval Document* must accompany any purchase request (see SSC approval document)
  - *See the district's Textbook Adoption Process for more information.*

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.



Step 1: Determine the Need for Materials

1. Teachers seeking to introduce supplemental materials for instruction should begin by discussing material needs with their department chairperson. If recommended to move forward, the lead teacher should review the considerations on the Instructional Materials Review Form before the Review and Selection process begins. Complete the Supplemental Materials Submission Form **and share/email the form to Amy Black at ablack@rjuhsd.us to notify the district of your desire to adopt supplemental materials.**

2. **Note for Digital Supplemental 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 be sent to **Amy Black, Executive Director, for review and approval.**

Step 2: Review and Selection

3. Teachers review the pros/cons of each set of materials by completing the School Site Council Supplemental Approval Form for each set of instructional supplements and determining the best materials for the course. Note: Unlike textbook adoptions, all sites do not need to agree to use the same supplementary materials across all course sections for which the material is adopted.

4. The site department chairperson and/or department lead will complete the School Site Council Supplemental Approval Form and submit a list of the recommended instructional materials to the site's School Site Council meeting for approval using the Supplemental Materials Submission Form.

Step 3: Formal Approvals and Adoption

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5. Supplemental materials lists are taken to the District CILT Team if the School Site Council approves. If approved, the item(s) will be recommended to the school board for district adoption. If the Board approves, the resource will officially be adopted for instructional use. **Important Reminder: Board approval is required for all educational materials before use in the classroom.**

The titles will be added to the RJUHSD Adopted Supplemental Materials list if adopted.

Step 4: Purchasing, Receiving, and Inventory (if needed)

7. The Department Lead/Representative submits the order for materials.

A. The department Lead/District Representative will submit a list of items for purchase to the site principal/principal secretary and attach the School Site Council Supplemental Approval Form to the purchase request.

B. **Hard copy materials:** As with all supplies ordered, upon arrival, school sites MUST receive, inventory, and Barcode all items before distribution to teachers and students.

Please use this link for additional information and resources on selecting appropriate supplemental materials for classroom instruction.

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

Roseville Joint Union High School District's Mission is to:

- **Ignite** innovative and meaningful learning
- **Inspire** powerful impact in our communities
- **Prepare all students** for multiple paths to success