

# G. C. Burkhead Elementary School

## SBDM Council Policy

### Policy Number 05.01

#### **Instructional Materials, Supplies, Equipment, and Textbooks**

The school council shall determine which textbooks, instructional materials, and student support services shall be provided in the school. Subject to available resources, the local board shall allocate an appropriation to each school that is adequate to meet the school's needs related to instructional materials and school based student support services, as determined by the school council.

The school council may decide that purchasing instructional material would benefit students more than purchasing additional textbooks. "Textbook" money may be used to purchase additional instructional materials for the school.

School based student support services include efforts of the school, other than instructional, that help students become ready to learn. These services can include, but are not limited to counseling, hearing/vision testing, screening student for special learning needs, and tutoring. The school council may determine the level of student support services and provide for the services with money from the allocation or ask the district for additional dollars to meet student needs.

#### SELECTION OF TEXTBOOKS

Selection of textbooks will be coordinated by the Title I coordinator. According to what subject is up for adoption will determine what standing committee will manage the selection and purchase of the textbooks. For example if it is the math adoption year, the math committee would be responsible for reviewing and informing staff of what texts are available.

The committee's duties will include:

1. Review the Consolidated Plan and curriculum.
2. Review the Core Content for Assessment.
3. Develop or obtain from the district criteria for textbooks and related items that will help the school move all students to proficiency.
4. Include in those criteria a requirement that the textbooks appropriately reflect the cultural traditions and achievements of groups represented in our student body and that they may encounter in our community and later in life.
5. Obtain samples of the textbooks and related material available for that subject.
6. Review each textbook and related materials for ability to meet the criteria.
7. Identify the textbooks and related material that will best meet the criteria.

8. Determine quantities of each item to be ordered within the school's textbook budget.
9. Fill out the paperwork needed to order those quantities.

The principal or principal's designee will check that each order fits the funds available, any other criteria established by the council, and any requirements of existing bid lists.

The textbook committee will report its selection to the site based council for final approval.

**Adopted: 3-31-92**

**Amended: July 15, 2002**