

Instructional Materials Review and Adoption Process

Towns County Schools (TCS) will follow the Georgia Learning Resources/Instructional Materials Adoption Cycle provided by the Georgia Department of Education. In each year of the cycle, state recommendation activities and events take place for a different group of state-funded courses which results in state recommendation and a state guide. These activities and events are contingent upon budget funding. The participation of Towns County Schools in the adoption cycle activities and the purchase of any materials will be contingent upon available funds. The cycle repeats every five years with the exception of years in which the adoption has been postponed by the Georgia Department of Education. The current cycle that Towns County Schools will follow is posted on the curriculum information page for each school on the curriculum department page of the website.

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- TCS Curriculum Director will inform each school of the current adoption subject focus.
- TCS Curriculum Director and teachers will participate in adoption cycle review activities such as resource fairs.
- Schools will review samples and utilize free trial subscriptions to evaluate available products.
- TCS Curriculum Director will discuss with the teachers and the system leadership team the importance of the books being aligned with the current state standards and initiatives.
- After the instructional materials have been reviewed by the teachers each school will meet to choose the most appropriate product to meet the needs of the individual school. Whenever possible the product choice should be schoolwide. But, if it is in the best interest of student instruction decisions can be made in the elementary for K-2 and 3-5. It may be necessary to do different companies for different subjects in high school and possibly middle school.
- Once the choices have been made at each school the TCS Curriculum Director will contact each company of choice and request a price quote.
- Price quotes will be reviewed and discussed with the Superintendent. If the product choices are budget allowable these items will be made available for public review for two weeks. Notice will be provided to parents and guardians of

the opportunity for public comment and parental input prior to the adoption or use of any proposed instructional materials and content. Parents will be given the opportunity to schedule an appointment with the TCS Curriculum Director to review the products at the Towns County Board of Education Office.

- Additionally, information about the instructional materials will be posted on the Curriculum Department Page of the Towns County Schools website. This information will include the version or edition of the resource and the state funded course number in which the product will be used.

- After the two week review period the TCS Curriculum Director will create a purchase order initiating the purchase of the instructional materials. Materials will be ordered and available for use August 1st whenever possible.

- Learning resources used by Towns County Schools are available for review. Interested individuals may contact the TCS Curriculum Director to set up an appointment to review the materials.

Procedure Approved: 3/6/2017

Date Last Revised: 3/31/2021 to reflect the location of where the adoption cycle is posted.