



Instructional Materials Policy

Adoption Process

The instructional materials selection process of Technology Leadership High School shall identify the core program instructional materials selection for Technology Leadership High School. The Curriculum and Instruction Committee of the School shall convene to review materials for each instructional area included in the adoption. The Committee shall include, but are not limited to:

- 1) Adequate representatives from each school level addressed in the adoption;
- 2) Staff that shall include the Special Education Director and English Language Learner Director; and
- 3) School experts in the content areas of adoption

The Committee shall consider the following when selecting materials for recommendation for selection.

- 1) Alignment of instructional materials with the state content standards and the School curriculum.
- 2) The capacity of the instructional materials to meet the educational needs of the students typically served by the School.
- 3) When appropriate, the availability of intervention materials aligned to the core program materials; and
- 4) How the materials support K-12 articulation of instruction.

While the Committee is charged with recommending the most aligned and appropriate materials for the School, the Committee may take into consideration the allocated amount provided for instructional materials purchase.

The Committee shall help to ensure equity in publisher access to the Committee members and ensure that contacts with School staff follow state regulations around these contacts. Publishers shall not contact schools directly.

Field-Testing/Piloting or Complimentary Materials

All field-testing and piloting of instructional materials shall comply with state regulations regarding pilot testing materials. School personnel shall not accept complimentary materials once a publisher has been listed on the approved list for adoption by the New Mexico Public Education Department. The only exception to this regulation is the provision of review materials in reasonable quantities.

Public Review of Instructional Materials Considered for Adoption

The School's Director of Curriculum shall maintain a display of sample instructional materials being considered for adoption. These materials shall be available for review on-site by public school personnel, parents/legal guardians and members of the community.

The Director of Curriculum shall publicize information concerning the review of instructional materials to school personnel and the community.

Adoption of Instructional Materials

The Committee and Director of Curriculum shall present the review process, information about committee membership, the final recommendations for the adoption and a plan to fully implement the instructional materials to the Head Administrator.

Once materials are approved, the School shall order materials, maintain a record of inventory, and manage their timely distribution to students.

Funding of Adopted Instructional Materials

Instructional material funds are allocated as a special category of funds, provided by the New Mexico Public Education Department directly to the School solely for materials purchase. Any shortfall in this allocation may be made up by operational funds, but the instructional material funds shall not be used for any other purchase.

The purchase shall ensure that each student has appropriate instructional material for his/her personal use during their time in that class.

After the School purchase of the instructional materials any additional funds may be distributed to the schools for the replacement of instructional materials that are lost, destroyed, or stolen as well as for consumable materials.