

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 7.26
TEXTBOOKS/INSTRUCTIONAL MATERIALS ADOPTION**

(1) The Board shall consider all matters pertaining to the instructional programs, including courses of study, textbooks, and other instructional materials used in the schools. Instructional materials include, but are not limited to, electronic resources (e-books) or other technology and manipulative materials.

- (2) Other specific guiding principles to be considered are:
- a. materials' alignment to adopted standards and graduation requirements;
 - b. alignment to district literacy and language-development goals;
 - c. availability of aligned materials for Pre-K use;
 - d. availability of high-quality materials for use in bilingual classrooms (e.g., Spanish-language versions of the same content, quality, and rigor);
 - e. availability of resources to support differentiated instruction, including aligned, targeted interventions, where appropriate; and
 - f. to the extent possible and appropriate, representation in content and illustrations of the diversity of district's students, families, and communities and freedom from discrimination on the grounds of gender, age, race, religion, culture, orientation, and disability, etc.

(3) After the procedures for the adoption of textbooks/instructional materials, which are subject to Board approval, have been followed, textbooks/instructional materials shall be selected by the Board for adoption. When the Board has adopted any textbooks/instructional materials for use in the schools, these shall not be changed for eight years thereafter.

(4) When a subject area is to be opened for adoption, a textbooks/instructional materials-evaluation committee of teachers shall be established to study and evaluate available materials and to make recommendations to the superintendent concerning textbooks/instructional materials adoptions for the subject area.

(5) When a subject area is to be opened for adoption, an invitation to participate in an advisory capacity shall be extended to all Milwaukee Public Schools parents. In addition, community organizations from various locations in the city shall be invited to send parent representatives to special events. The group of advisors shall reflect ethnic and gender diversity and shall represent various locations of the city and the different school levels and programs. The advisory group shall also include appropriate representation for students with disabilities. An invitation to participate in this process shall be extended to all Milwaukee Public Schools parents. In addition, community organizations such as the city-wide PTA, La Causa, United Community Center, and Urban League shall be invited to send parent representatives.

(6) The parental advisory group for textbooks/instructional materials evaluation shall serve as an advisory — not a decision-making — body that will recommendations, encourage brainstorming, and provide opportunities for parental involvement. It shall facilitate communication between and among the parents and parent organizations district-wide and serve as a forum for sharing innovations and culturally relevant best practices. Curriculum specialists shall review the findings and recommendations of the parent advisory group for textbooks/instructional materials evaluation prior to the Administration's recommendation of textbooks/instructional materials to the Board for adoption.

(7) Copies of the textbooks/instructional materials under consideration for adoption shall be made available for Board members, parents, and community members to review.

(8) Recommendations for textbooks/instructional materials adoptions shall be made in accordance with the following protocol:

- (a) The textbooks/instructional materials evaluation committee shall present the recommendations for textbooks/instructional materials adoptions to the superintendent in a confidential report.
- (b) After considering the confidential report and recommendations from each textbooks/instructional materials evaluation committee, the superintendent shall make his/her recommendation to the Board at a regular meeting of the Board . Final action on the textbooks/instructional materials adoption shall be taken within a timeframe that allows textbooks/instructional materials to be implemented at the beginning of the following school year.

History: Revised 1984; 5-28-86, 1-28-10, 12-16-10, 2-25-16
Legal Ref.: W.S. 118.03, 119.16, 119.18(5),
Contract Ref.: MTEA Contract (Teachers)
Cross Ref.: Admin. Policy 7.26 Textbooks/Instructional Materials Adoption
 9.10 Public Complaints about the Curriculum or Instructional Materials

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