

Proposal Recommendation for Adoption of a Text or Supplementary Materials

Name(s) of staff requesting materials _____

Building _____

Program proposals presented to the Curriculum Council must be submitted in writing and contain the following information:

I. Proposal Title

Name of Text/Resource:

Author, Publisher, Copyright Date:

II. Program / Course Description

What student needs will be addressed through the implementation of this program?

Which students and staff will be included in this proposal?

(Number of teachers and Number of students)

III. Program Course Goals

How are Michigan GLCE/HSCes/Common Core standards addressed ?

Describe inclusion of materials for special needs students.

Describe inclusion of materials for advanced learners.

What are expected student outcomes?

IV. Implementation of the Program

When will you need these materials?

Will you need or are their Inservice/ Professional Development Opportunities ?

C. Costs

What is the number of textbooks and/or supplemental materials that you need? _____

Total Initial Cost: _____

Breakdown: a. Textbooks _____

b. Technology _____

c. In-service _____

d. Supplemental Materials _____

e. Other _____

Ongoing Annual Expenses (if needed) _____

V. Impact, if applicable, of this proposal to the existing program

What is currently used and how old are those materials?

VI. Evaluation Model for the Proposal

List other textbooks/materials that were looked at and reasons they were rejected.

VII. Multi-Ethnic Title IX Concerns

1. Is there fair presentation of minorities in this material?

A. Pictures Yes _____ No _____

B. Text Yes _____ No _____

2. Is there fair presentation of both genders in this material?

A. Pictures Yes _____ No _____

B. Text Yes _____ No _____

Comments:
