

Communications Tradebook Adoption Process

Teachers interested in adding a new tradebook (tradebook being defined by a book read by the whole class) to the communications curriculum must complete the following process:

1. Complete the tradebook adoption form. The form is available in the Shared Staff folder under curriculum forms or from your reading specialist/ department head.
2. Submit the completed form to the reading specialist/department head for her/his review.
3. The reading specialist/department head will then submit the completed form to the communication tri-chairs. (The elementary reading specialist will also pass on a copy of the form to the other elementary reading specialists.)
4. The tri-chairs will review the trade book adoption recommendation. The teacher making the proposal will be invited to attend this review, as will other representatives from the grade level for whom the book is intended.
5. After approval, the building principal will be given the form to review and sign.
6. After steps 1 - 5 have been completed, the book may be ordered pending available funds in the budget.
7. Processed recommendations will be kept in the curriculum office at the district office.