

TEXTBOOK ADOPTION

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised September, 1979 Revised June, 1982 Revised November, 2004	Curriculum Development Textbooks Textbook Adoption Textbook Budgets Textbook Committees

Selection of instructional materials in School District No. 25 is based on evaluation by committees using criteria which has been developed for this purpose. It is the function of the textbook adoption committees to read, analyze and rate books in terms of District approved criteria and need. A Checklist for Textbook Evaluation, appropriately designed for the textbook being considered for adoption, will be prepared by the Director of Curriculum and made available to members of the adoption committee as a guide in the evaluation process.

TIMELINE FOR CURRICULUM DEVELOPMENT,
TEXTBOOK ADOPTION AND PROGRAM IMPLEMENTATION

Curriculum development will follow the phases of the curriculum renewal process as outlined in the Curriculum Handbook: Phase I: Planning; Phase II: Curriculum Development; Phase III: Textbook/Instructional Materials Selection; Phase IV: Implementation; and Phase V: Evaluation.

TEXTBOOK ADOPTION COMMITTEES

The Director of Curriculum and the Curriculum Coordinator will coordinate the activities of textbook adoption committees. Representative teachers and supervisors, administrative personnel, Board members, and patrons will be involved in the evaluation and adoption process. A suggested summary of the committee structure and functions follows:

A. Elementary Committee

The elementary textbook adoption committee will be made up of:

1. One teacher from each elementary school, with comparable representation from each grade level. Teachers will be recommended by their principal and appointed by the Director of Curriculum in cooperation with the Director of Elementary Education.
2. One or two elementary principals recommended by the Director of Elementary Education and appointed by the Director of Curriculum.

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3. One Board member appointed by the Chairman of the Board.
4. Two parents recommended by District PTA or principals and appointed by the Director of Curriculum.

B. Middle School Committee

The middle school textbook adoption committee will be made up of:

1. Teachers for the given subject under consideration. Officially, two teachers from each building for each subject area where textbooks are being adopted will be voting members of the committee. Each grade level is to be represented in the committee membership. There will be a separate committee for each subject area. Teachers will be recommended by their building principal and appointed by the Director of Curriculum in cooperation with the Director of Secondary Education.
2. One middle school principal or one middle school assistant principal recommended by the Director of Secondary Education and appointed by the Director of Curriculum.
3. One Board member appointed by the Chairman of the Board.
4. Two parents recommended by District PTA or principals and appointed by the Director of Curriculum.

C. High School Committee

The high school textbook adoption committee will consist of:

1. Teachers for the given subject under consideration. Officially, two teachers from each building for each subject area where textbooks are being adopted will be voting members of the committee. Each grade level where the subject is being taught is to be represented in the committee membership. There will be a separate committee for each subject area. Teachers will be recommended by their building principal and appointed by the Director of Curriculum in cooperation with the Director of Secondary Education.
2. One high school principal or one high school assistant principal recommended by the Director of Secondary Education and appointed by the Director of Curriculum.
3. One Board member, appointed by the Chairman of the Board.
- 4- Two parents recommended by District PTA or principals and appointed by the Director of Curriculum.

All textbook adoption committee appointments will be for one year.

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The Director of Curriculum and Curriculum Coordinator are ex-officio members of all textbook adoption committees and act as coordinators of all activities related to the selection of textbooks. The Director of Curriculum or Curriculum Coordinator will notify committee members of their appointment by letter or e-mail and will be responsible for scheduling all meetings. No more than one-half of the committee meetings are to be scheduled during the regular school day (8:00 a.m. to 4:00 p.m.). Additional functions of the committees are:

1. To evaluate new textbooks and new editions of textbooks already under adoption that appear on the state adoption approved list.
2. To recommend textbooks for adoption or re-adoption by the District.
3. To recommend grade and subject placement of textbooks.
4. To recommend future areas of textbook/instructional materials study.

Textbook adoption committee recommendations will be submitted to the Director of Curriculum. The recommendations will then be reviewed by the Superintendent of Schools. With the Superintendent's approval, the recommendations will be presented to the Board of Trustees for adoption.

BUDGET

The Director of Curriculum and Curriculum Coordinator, in cooperation with the Director of Elementary Education and the Director of Secondary Education, will be responsible for recommending an annual textbook budget, which will include costs to be incurred by the textbook adoption committees.