

## Textbook Adoption Procedure

(Administrative Rule 361 – Section A)

### ELEMENTARY

Because a new textbook adoption at the elementary level usually means a program revision and a large budget consideration for the buildings, this is part of a multi-year process.

- **Year 1** – Research Review / Needs Assessment / Planning
  - o Activities include review of current program(s) and materials, identification of needs, research review of current best practice this area, study of available approaches/philosophies, decisions made regarding the future philosophical direction for this area
- **Year 2** – Selection Year
  - o Textbook adoption committee assigned if textbook change is desired
  - o Textbook adoption procedure is completed.
  - o Textbook adoption approved by the Board of Education

### SECONDARY

#### Request for Textbook Adoption

- Through department chair (HS) or department team (MS) meetings, in collaboration with the Director of Instruction as needed, building principals begin textbook discussions (September / October)
- Department completes the *Textbook Adoption Request Form* and return it to their building principal (by November 1)
- Principals meet with the Director of Instruction to discuss textbook adoption requests
- Principal determine which requests will be approved for textbook adoption (by December 1)
- Principals forward this information to the Director of Instruction. Director of Instruction sends the *Textbook Adoption Request Approval Notification* to the Selection Committee Chair

Textbook Selection:

- The Selection Committee chairperson collects necessary information and materials for the Selection Committee (see *Textbook Adoption Request Approval Notification* for list of tasks)
- The Selection Committee meets and addresses the following tasks:
  - o Determination of selection criteria
  - o Analysis of texts for curriculum coverage (Does the text contain all the necessary curriculum content for this course?)
  - o Analysis of text in consideration of lexile (reading) level
  - o Vertical analysis of texts (How concepts are developed throughout the text? within the series? *(as applicable)*)
  - o Horizontal analysis of texts (How are similar concepts, ideas and skills presented in each text?)
  - o Criteria analysis (How does the text meet our criteria?)
  - o Pilot of lessons using multiple texts (as applicable)
  - o Nondiscrimination Evaluation
- After the list of texts examined are down to 1 or 2, collect parent and student feedback using the *Textbook Selection Feedbackform*
- After receiving the parent and student feedback, Selection Committee makes final recommendation and completes the *Textbook Selection Committee Report*



Board of Education Approval:

- The textbook is presented to the Board of Education
- Textbook is adopted by the Board of Education after a month-long public review period of the existing text (if applicable) as well as the proposed text for adoption
- Textbooks can be purchased after Board of Education approval. All textbook orders are to be sent to the Director of Instruction for processing prior to being sent to the Business Office

PLEASE NOTE – If the selected text is not purchased in the school year as intended (due to enrollment, etc), the Director of Instruction, in collaboration with the textbook selection committee chair, will determine whether the selection process needs to be repeated.

June 2010



## Nondiscrimination Report

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**Text Title** \_\_\_\_\_ **Author** \_\_\_\_\_  
\_\_\_\_\_

**Publisher** \_\_\_\_\_ **ISBN**  
**Number** \_\_\_\_\_

Please review the selected text and consider the following carefully:

Yes    No    N/A

- |       |       |       |                                                                                                                                                                                             |
|-------|-------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | _____ | Avoid stereotyping behaviors, activities, personality traits for specific genders and ethnic groups?                                                                                        |
| _____ | _____ | _____ | Illustrate people in non-stereotyped roles?                                                                                                                                                 |
| _____ | _____ | _____ | Include contributions of females and males of diverse cultures to the same degree?                                                                                                          |
| _____ | _____ | _____ | Include factual and historical information pertaining to males and females of diverse cultures?                                                                                             |
| _____ | _____ | _____ | Give balanced treatment of social as well as military/political history or issues?                                                                                                          |
| _____ | _____ | _____ | Describe a wide variety of career options for both genders?                                                                                                                                 |
| _____ | _____ | _____ | Deal with the basic philosophy of the democratic society particularly as it relates to civil rights and women's rights?                                                                     |
| _____ | _____ | _____ | Give comprehensive, broadly ranging representation to minority groups?                                                                                                                      |
| _____ | _____ | _____ | Show evidence on the part of writers, artists, and editors of a sensitivity to prejudice, to stereotypes, and to the use of material which would be offensive to any cultural-ethnic group? |



\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Portray sexual, racial, religious, and ethnic groups in our society in such a way as to build positive images, mutual understanding and respect, full and unqualified acceptance?

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Present all aspects of the subject both negative and positive (overemphasis on anyone aspect to the neglect of another should be avoided to prevent distorted impressions)?

NO Is this text available electronically? \_\_\_\_\_ YES \_\_\_\_\_



## Textbook Selection Feedback – Parent Representative

(Administrative Rule 361 – Section A)

Name \_\_\_\_\_ Student  
Name \_\_\_\_\_

Curricular  
Area \_\_\_\_\_ Course \_\_\_\_\_  
\_\_\_\_\_

Grade(s) Text Will  
Used \_\_\_\_\_ School \_\_\_\_\_ be

Proposed Year of Purchase \_\_\_\_\_

***Congratulations! Your request for a textbook adoption has been approved to proceed.***

As chair of the selection committee please begin the following tasks prior to January 1:

1. Contact the Director of Instruction and set up a time to meet and go over the textbook adoption process.
2. Begin requesting sample texts for the team to consider. If you need assistance with this step, please contact the Office of Instruction.



3. Begin collecting information regarding the following as you will need this information to complete the selection process:

Curriculum map and assessment objectives for this course

Recommendations from your national academic organization, the Department of Public Instruction, or other applicable organizations that would provide guidance in terms of current practice and/or methods applicable to this adoption

Survey of conference schools in terms of textbooks they are using for this course if offered

If the course is an AP course, please print the list of approved textbooks from the College Board Website as well as criteria recommendations for material selection from College Board

Applicable WKCE, ACT or local data that should be considered during this selection especially in terms of instructional areas we would like to maintain and/or improve upon

4. Contact the Selection Committee members (attached) and let them know the request has been approved to begin and to determine the best time for the Selection Committee to meet.
5. Please let the Director of Instruction know when the Selection Committee would like to meet. The Office of Instruction will take care of requesting substitutes and making room/technology requests.

### Approved Selection Committee

**Elementary Representative(s):**

Name: \_\_\_\_\_ Subject /  
Grade Level: \_\_\_\_\_

Name: \_\_\_\_\_ Subject /  
Grade Level: \_\_\_\_\_



\_\_\_\_\_ Unnecessary for this Selection Committee

**Middle School Representative(s):**

Note – at least 1 Middle School Representative is needed for each high school adoption with the exception of AP courses.

Name: \_\_\_\_\_ Subject /  
Grade Level: \_\_\_\_\_

\_\_\_\_\_ Unnecessary for this Selection Committee

**Suggested High School Representative(s):**

Note – at least 1 High School Representative is needed for each middle school adoption.

Name: \_\_\_\_\_ Subject /  
Grade Level: \_\_\_\_\_

**Parent / Guardian Representative:**



Name \_\_\_\_\_  
\_\_\_\_\_

Parent  
of \_\_\_\_\_

**Student Representative:**

Name \_\_\_\_\_  
\_\_\_\_\_

Grade  
Level \_\_\_\_\_





Please share with us any other feedback you feel would be helpful for the selection committee:

Parent  
Signature: \_\_\_\_\_ Date  
\_\_\_\_\_

*Thank you for participating in our Textbook Selection Process!*  
Please return this form to \_\_\_\_\_  
by \_\_\_\_\_.



## Textbook Selection Feedback – Student Representative

(Administrative Rule 361 – Section A)

**Student** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Name** \_\_\_\_\_

The following text is being considered by a textbook selection committee in the School District of Fort Atkinson.

Title \_\_\_\_\_  
Author(s) \_\_\_\_\_  
Publisher \_\_\_\_\_  
ISBN Number \_\_\_\_\_

**Please provide feedback on the following areas:**

1. Ease of use for a student in this course
1. General appeal to a student
2. Overall quality of the text (appearance, organization, etc.)

Please share with us any other feedback you feel would be helpful for the selection committee:

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_