

## CURRICULUM EVALUATION/TEXTBOOK SELECTION PROCESS

### CURRICULUM EVALUATION PROCESS

The following model will be used to evaluate curriculum:

Step 1: Identify goals and desired outcomes for the subject which is on the state textbook adoption list for the year.

Step 2: Process evaluation will be conducted with the members of the district textbook committee and the Director of Curriculum and Instruction. Documentation regarding the process will be maintained. Process evaluation provides information on whether the curriculum being evaluated meets the district, state and national objectives. Sources of information for conducting the process evaluation include reactive participant questionnaires, teacher feedback sessions, and observations.

Step 3: Outcome evaluation will be documented. Outcome evaluation investigates the short-term impact on the curriculum proposed for adoption. Questions to be asked during the evaluation process will include the efficient and effective manner that learning was acquired during instruction, and whether (and to what extent) academic performance improved as a result of the instruction from that particular curriculum.

Step 4: Impact evaluation will be documented. Impact evaluation examines the long-term results of the curriculum (i.e., what was the effect of instruction on benchmark and state testing).

### TEXTBOOK SELECTION PROCESS

#### General Procedures

1. A majority (50% +1) of the members of the textbook adoption committee shall be present for any meeting at which selections and recommendations are made. At any time that more than one subject area per year is part of the adoption cycle, a separate committee will be formed for each subject area.
2. The textbook adoption committee shall examine and recommend for use all primary, ancillary and supplemental textbook materials that are appropriate.
3. The Director of Curriculum and Instruction shall compile the following documentation by the end of the first week in March:
  - Textbook Recommendation Form(s)
  - Committee Evaluation Forms
  - Recommendations for use of primary, ancillary and supplemental materials
  - A list of all meeting dates and summary minutes
4. The textbook adoption committee, after examining all instructional materials from the State Adoption list, shall select materials for use in the district and recommend the selection to the Superintendent. This process will be completed no later than March 1<sup>st</sup>.
5. The district e-mail system will be used as the primary means of notification to committee members regarding textbook selection procedures and meeting dates/times.

### Committee Composition

1. Members of the committee shall be professional staff selected by a voting process or by building administrator at each school site. Additional district-level specialists may be appointed at the discretion of the Director of Curriculum and Instruction. The names of the selected committee members (including one alternate from each site) shall be given to the Director of Curriculum and Instruction by November 1st.
2. The committee shall consist of no fewer than seven and no more than 19 voting members for core subject areas when books will be selected at all grade levels. Alternates will not attend meetings unless substituting for an absent committee member.
3. Depending on subject areas and grade levels impacted by the adoption, the Director of Curriculum and Instruction shall determine the number of elementary and secondary members who will serve on the textbook committee.
4. Members of the textbook adoption committee shall be certified teachers employed by the district who are representative of the subject areas on the adoption list and of school sites where the subjects are taught.
5. Textbook adoption committee members shall ensure that teachers at each respective school site are given the opportunity to review all textbooks proposed for adoption and are encouraged to provide meaningful input regarding the selection process.

### Attendance at Committee Meetings

1. The Director of Curriculum and Instruction shall designate a person to keep minutes of each meeting. Meeting dates and times shall be established at the first meeting. Meetings of the committee shall be held after school hours.
2. Any member of the textbook adoption committee not in attendance at the first two meetings shall be removed from the committee and will be so notified in writing. The Director of Curriculum and Instruction has the option of replacing the member with a teacher from the approved alternate list.

### Textbook Review Process

1. The Director of Curriculum and Instruction shall establish the criteria and method of evaluation of primary, ancillary and supplemental textbook materials from the state adoption list.
2. The textbook adoption committee shall examine only books from the state adoption lists and evaluate them according to established criteria.
3. Sample copies of textbooks on the state adoption list will be provided following the November State Textbook Committee adoption meeting and district receipt of the new official State Textbook Committee selection list. Availability of multiple sets of samples is at the discretion of the publisher.

### Textbook Standards

1. Textbook standards shall be aligned with the district instructional model.
2. The committee will:
  - a. assure that instructional and evaluation tools are developed which integrate district, state and national best practices;
  - b. provide training for textbook adoption committee members on the use of the textbook evaluation tools;
  - c. thoroughly discuss the strengths and weaknesses of each textbook in relation to criteria listed on the evaluation tool; and
  - d. recommend for adoption textbooks that are most closely aligned to the district's instructional model

### Textbook Samples

Each selected publisher shall provide every school district with at least one complete official sample of textbooks and instructional materials for the adoption list. This is to be delivered to the District Textbook Warehouse for the purpose of dissemination.

#### Contact with Publishers

1. Publishers are not allowed on campus unless clearance has been secured from the Director of Curriculum and Instruction or designee.
2. Publisher contact of any kind is limited to the Director of Curriculum and Instruction or designees.. Publishers may not contact any employee after the local textbook recommendation process is completed.
3. Publishers must notify the Director of Curriculum and Instruction or designees of all scheduled presentations so that sufficient notice may be provided to attendees.
4. Scheduled publisher presentations shall be held after school hours only. Selected presentations will not be scheduled prior to November 10.
5. Publishers not adhering to these guidelines will be prohibited from participation in the process.

#### Conflict of Interest/Committee Member Disqualification

It is a misdemeanor offense for any administrator or teacher to accept gifts, favor, or service that:

1. is given directly to the person or the person's school;
2. might reasonably tend to influence an administrator or teacher in the selection of a textbook; or
3. could not otherwise be lawfully purchased with funds from the state textbook fund.

"Gift, favor, or service" does not include staff development, in-service, teacher training, or instructional materials that convey information to the student or otherwise contribute to the learning process.

Committee members not complying with district and state textbook adoption laws, policies and guidelines will be disqualified from serving on the textbook adoption committee.

#### Sample Materials

1. All sample materials are to be marked "sample copy" and are never to become part of the textbook inventory. Sample materials may also be returned to the publisher.
2. Publishers may provide additional samples to persons designated by the Director of Curriculum and Instruction

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