



Textbook Selection

- Acquire multiple textbook samples
- Ensure textbooks are on the list approved by the Board of Education
- [Appoint a committee to review and evaluate textbook samples](#)
- Post the names of the textbooks being considered on the Division website
- Give notice to parents that textbooks under consideration will be listed on the division's website and made available at designated locations for review by an interested citizens
- Inform those reviewing the textbooks under consideration of school board meeting dates to share their comments and observations [Community Textbook Feedback Form](#)

Textbook Adoption

- Textbook committee will meet and review completing the feedback form
- Community feedback forms will be collected and returned to the Director of Teaching and Learning
- The Director of Teaching and Learning will meet with the textbook committee to review committee and community feedback
- Recommendation will be made to the Superintendent for adoption
- Director of Teaching and Learning will inform the committee of the decision

Textbook Purchase

- A quote for the adopted curriculum will be requested from the textbook vendor by the appropriate source (building level or central office level)
- A budget proposal will be created by the requesting source (building level or central office level)
- If budget is approved, contract will be reviewed and approved by central office
- Order will be placed by the requesting source
- All purchased textbooks must be inventoried by the media specialist and checked out to the appropriate staff
- Implementation training will be scheduled in a timely manner