

ORGANIZATION FOR TEXTBOOK ADOPTION PROCESS

The need for an Orderly Process

Because of the way textbooks are used with students as important information sources, it is necessary that teachers be appropriately involved in textbook adoption procedures. For other sufficient reasons, parents, students, and other community people need to be involved in the selection process. Finally, the Carroll County School Board has the legal responsibility in matters of materials selection, including textbook adoptions, based upon the Division Superintendent's recommendation. Committee procedures are used to select books to be recommended for Board action. The committees are the Screening Committee and the Textbook study Group.

Screening Committee

The designated purpose of the Screening Committee is to help teachers select those books which will be the most useful and to be alert to the content of books which might arouse negative sensibilities within the community. Screening Committee members enter into a careful study of the materials as co-partners with members of the Study Group. During the process, members of both designated groups acquire the commitment needed so that consensus recommendations can be developed.

The Textbook Study Group

For each of the areas of adoption, a group of teachers with outstanding teaching ability in the respective subject area serves as a Study Group. The Study Group establishes criteria for book selection and studies the books available for adoption. In each area, a first, second and third choice are determined. The Study Group presents recommendations to the Screening Committee during a work session with the latter. If then, the recommendations are acceptable to the Screening Committee, they are then presented to the Division School Superintendent who requests School Board approval.

Work sessions of the Screening Committee and the Textbook Study Groups are open to any citizen observer.

Cooperative Actions

The Textbook Screening Committee receives the reports of the various Study Groups, evaluates recommendations, and makes its final recommendations to a joint meeting with the Textbook Study Group. The designated Coordinator of Adoptions conveys recommendations to the Director of Instruction.

Experience has shown that Study Groups and the Screening Committee work closely together throughout the extended period of study and that this has always been done in a harmonious manner.

In order to accomplish the job of preparing recommendations for textbook adoptions, a schedule of activities is prepared by the Coordinator of Textbook Adoptions.

The Coordinator of Adoptions

A member of the Division Superintendent's staff serves as Coordinator of Adoptions. This person, aided by secretarial service in the School Board Office, does a number of things to help move the adoption process of completion.

Included are:

1. Provides training for those involved in the textbook selection process.
2. Makes sure that state laws and School Board regulations are faithfully executed.
3. Secures recommendations from publishers and accounts for them.
4. Secures textbooks from publishers and accounts for them.
5. Serves in a liaison capacity to publishers through their representatives.
6. Disseminates information as requested by the Screening Committee and Study Group.
7. Presents recommendation to Director of Instruction.
8. Maintains a file of correspondence with textbook publishers and their representatives.
9. Provides information to the School Board at the direction of the Division School Superintendent.

RELATIONSHIPS AMONG THOSE WHO PARTICIPATE IN
 TEXTBOOK ADOPTION PROCESS
 DECEMBER, 1990
 JANUARY, 1991

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 |Carroll County School Board|
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 |Division Superintendent|
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 |Director of Instruction|
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 |Coordinator of Textbook Adoptions|
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+-----+ Textbook Screening Committee C Lay Citizens O Educators N +-----+ Vested Interest Groups S +***** U Teachers who will use the S textbooks +-----+ Principals E +-----+ Citizens, Generally E +-----+ Administrators/Supervisors O +-----+ Publishers' Representatives M (Information only) E +-----+ Students of Carroll County T +-----+	+-----+ Textbook Study Groups (Composed primarily of teachers) a. Elementary Language (Thru 5) b. Language-English (6 - 8) c. English/grammar (9 - 12) d. Social Studies (Thru 5) e. Social Studies (6 - 8) f. Social Studies (10-12) g. Foreign Language (7-12) h. Latin +-----+
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SCHEDULE OF ACTIVITIES

1. Launch Meeting - Thursday, January 31, 1991 (Inclement weather date is Thursday, February 7, 1991).
Organize Study Groups.
Establish selection criteria.
Establish time line of activities.

2. School Board approves textbook selection criteria March 12.

3. All Study Groups analyze offered textbooks and complete work by April 11, 1991.

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4. Joint meeting of Study Groups and Screening Committee by April 18, 1991.

5. Recommendations presented to the Director of Instruction April 25, 1991.

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6. School Board acts upon recommendations May 14, 1991.

DECIDING WHICH TEXTBOOK TO RECOMMEND

One of the first tasks to be completed by the Textbook Study Group is to develop criteria which will be applied to the various publishers' offerings. These criteria must be approved by the School Board and they then become an integral part of the recommendations for the text adoptions. The examination of such publisher's text is to be done in light of approved criteria.

It is suggested that the group start with criteria supplied by the Department of Education, and modify these if need be; however, the group may write its own criteria.

Each study group is to identify a second and third choice for each text recommended.

Availability of Textbooks for Evaluation

Textbooks offered by the various publishers are available in schools according to each school's grade organization. In other words, government texts will be available in a designated place at Carroll County High School, civic texts will be in each intermediate school, while elementary social studies texts will be located in each school except Carroll County High School. One teacher in each school will receive all publishers offerings shipped to the school.

TEXTBOOK ADOPTION RECOMMENDATION

The duly appointed Textbook Study Group recommends the following for consideration by the Carroll County School Board for possible adoption.

----- CURRICULUM AREA	This is: ___ First Choice* ___ Second Choice* ___ Third Choice* *Recommendations are to be attached.
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Name of Recommended Book or Series _____
 Publisher _____ Copyright Date _____
 Price per book (Use price from State mimeographed sheet.) \$____
 Comments, if any _____

If computer software is available, indicate here: YES ___ NO ___

 Chairperson Date

 Recorder Date

The Study Group's function is to recommend the student text; however, the group may find correlated teaching materials which is desired. If so, the request should be made here.

<u>ITEM</u>	<u>PUBL/SUPPLIER</u>	<u>COST EACH</u>
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If there has been no objection to this recommendation by the Screening Committee, please check here _____, and Screening Committee Chairperson signs off _____.

Recommendations are to be supplied to Owen Bowman on or before April 11, 1991.

SCREENING COMMITTEE ACTIONS

(This form is to be completed only in the event a Textbook Study Group wants to adopt a book and the Screening Committee desires to reject it. Policy statement in the appendix should be studied before action is taken.)

For each book which the Textbook Screening Committee makes a recommendation for rejection, a Citizens Request for Reconsideration of a Work form should be returned to Owen Bowman as quickly as possible after action has been taken.

It is recommended that the following not be considered for possible School Board adoption.

TITLE OF REJECTED BOOK/ITEM

PUBLISHER/SUPPLIER

Chairman, Screening Committee

Date

Instruction

Criteria for Selection of Textbooks and All Other Instructional Materials.

The Carroll County School Board adopted the following criteria to be used in the selection of textbooks and all other instructional materials for the Carroll County Public Schools:

1. Textbooks shall be on the state-approved list, where applicable.
2. Reputable authors that present a cross-section in literature.
3. Selections that provide for connected programs in composition.
4. Readability - A. Interest level is motivating.
B. Reading level is appropriate for students on certain grade levels.
5. Sequential texts or preferable sequential skills when needed.
6. Good glossaries, footnotes and author sections when needed.
7. Well illustrated materials.
8. Suggested skills, such as appropriate questions and composition activities are included.
9. Correlation, when possible, of art and other media with literature to show that this study is not limited to a book in a classroom.
10. Concepts relating to literature such as the effect of societies upon the individual.
11. Content that informs the student of the different types of people within his world and of different approaches to life.
12. Knowledge that will give our students an education equal to that of other areas within our country.
13. No excessive profanity such as taking God's name in vain and no vulgarity.
14. Should specific problems arise concerning the above points, that each situation shall be handled by the school principal, the Division Superintendent and the School Board.
15. That any teacher who brings additional materials into the classroom will clear it with the principal before the materials are used.

Legal Reference:

Carroll County School Board
March 10, 1975