

TEXTBOOK ADOPTION PROCESS*

TEXTBOOKS, REFERENCE MATERIALS, AND LITERATURE

Step 1 School (Teacher)

Complete the *Request for District Approval for Adoption of Textbooks, Reference Materials, and Literature*, sections A-H. (Any title to be purchased in quantities of 15 or more per site needs to have been approved by the Board of Education through this process.)

Step 2 School

Ask your principal to review the submission and to complete Section I as well as the signature line in Section M.

Step 3 School

Send the completed form with principal's signature along with a copy of the book(s)/material(s), to the administrative assistant to the Director of Curriculum and Professional Learning.

Step 4 Administrative Assistant to the Director of Curriculum and Professional Learning Department

Log in and submit the form to the Director of Instructional Support (Textbooks) prior to forwarding to the appropriate steering committee.

Step 5 A. Career/Technical Education (CTE) Curriculum Standards Committee

Review requests for book(s)/material(s) for ROP-related courses, CTE-related courses, and academy-related courses. These book(s)/material(s) will be forwarded to the Director of Alternative Education. They will then go to either the subject area Steering Committee or directly to Curriculum Standards Committee if no subject area Steering Committee exists.

B. ELD Steering Committee

Review requests for book(s)/material(s) for ELD subject area courses. These book(s)/material(s) will then be forwarded to the appropriate subject area Steering Committee for their review.

C. Subject Area Steering Committee

Discuss the qualifications for approval, check paperwork for completeness and accuracy, and approve or deny the request. Book(s)/material(s) are then returned to the administrative assistant to the Director of Curriculum and Professional Learning. Denied book(s)/material(s) will be returned to the submitter with a letter of explanation. Approved book(s)/materials will be forwarded to the Curriculum Standards Committee. ELA or math materials proposed for special education and/or intervention students will also be reviewed by the Intervention Subcommittee. This subcommittee will provide its recommendation back to the subject area Steering Committee.

Step 6 Curriculum Standards Committee

Discuss the comments from the steering committee and the appropriateness for adoption of the book(s)/material(s). Denied book(s)/material(s) will be returned to the submitter with a letter of explanation. Approved book(s)/material(s) will be forwarded to the appropriate principals' group.

Step 7 Principals' Meetings

Review book(s)/material(s) going forward for approval in order to stay informed about what sites are ordering. Approved book(s)/material(s) will continue in the process. Objections that are raised by principals will be sent to the Director of Curriculum and Professional Learning.

Step 8 Superintendent's Cabinet

Review book(s)/material(s) listed on the Board Agenda Item and going to the Board for approval.

Step 9 Board of Education

Review and approve/deny the book(s)/material(s) listed on the Board Agenda Item.

Step 10 Administrative Assistant to the Director of Curriculum and Professional Learning

Return Board approved/denied book(s)/material(s) to the site with a letter of approval/denial. Archive copies of this notification are kept in the Curriculum and Professional Learning Department and are provided to the Director of Curriculum and Professional Learning, the Director of Instructional Support (Textbooks), Program Specialist, the Director of Alternative Education, and the Principal.

****Note: Any materials to be purchased for the next school year must be received by the Curriculum and Professional Learning Department by March 1.***

Request for District Approval for Adoption of Textbooks, Reference Materials, and Literature
Submit a copy of the book(s)/material(s) with this request to
the Administrative Assistant to the Director of Curriculum and Professional Learning.

Sec. A	BOOK/PROGRAM TITLE _____	AUTHOR _____
	_____	PUBLISHER _____
	SUBJECT AREA _____	EDITION _____
	COPYRIGHT _____	
	ISBN # _____	

Sec. B	Submitted by _____	School _____
	Course Title _____	Grade Level(s) _____
	Has this course been Board Approved? _____	
	Has a previous edition of these instructional materials been adopted by the Board?	Who will use this book? _____
	<input type="checkbox"/> Yes	_____
	<input type="checkbox"/> No	_____
	<input type="checkbox"/> Unknown	_____

Sec. C	Are these materials replacing different materials previously used in this course?
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	If yes, give title of book being replaced

	Author _____
	Edition _____
	Date of previous adoption, if known _____
	Copyright _____
	For what grade(s) _____

Sec. D	Check appropriate box below:
	<u>BASIC</u>
	<input type="checkbox"/> Basic text for course
	 <u>SUPPLEMENTARY</u>
	<input type="checkbox"/> This book will supplement another text which is the basic text for the course.

Sec. E:	Check if these book(s)/material(s) are for a course that is: <i>(Complete this section only if applicable)</i>
	<input type="checkbox"/> Career/Technical Education (CTE)-related
	<input type="checkbox"/> Academy-related
	<input type="checkbox"/> Regional Occupation Program (ROP)-related

Submit this form along with the textbook(s)/material(s) to Curriculum and Professional Learning.
It will be logged in before being submitted to the Director of Instructional Support (Textbooks).

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Sec. F: If there are portions of this book which you think might be objectionable to students, parents, or a segment of the community, please describe and list page numbers. Attach additional remarks as necessary.

Sec. G: If the text submitted is literature, please indicate the academic rationale for its selection. Provide support for the material's literary merit (its themes and issues, rigor, and style) and grade-level appropriateness (content, readability). If submitting content-area text, provide support for its alignment to the content-area standards, its use of instructional strategies, and additional teacher support. Attach additional remarks as necessary.

Sec. H: If the text submitted is literature, identify as the following:

- Adoption of complete supplemental work
- Grade level change
- Multicultural library
- Core to supplemental change
- New edition
- Other (explain) _____

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Sec. I. To be completed by the principal: *What do you anticipate to be the funding source for this textbook?*

- District-Funded *(District funding may be used for certain purchases. Please refer to the list of Instructional Materials funded by the District.)*
 - Textbooks funded by Curriculum and Professional Learning (IMFRP/Prop 20)
 - Textbooks funded through Career/Technical Education (CTE)*

Site-Funded _____

Principal's signature

(Principal's approval and signature also needed in Section M.)

CA Partnership Academy *

Other Academy/Alternative Funding *

* *Director of Alternative Education acknowledges via signature* _____

Sec. J: CTE Curriculum Standards Committee Comments (if applicable)

Sec. K: Steering Committee Comments

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Sec. L: Curriculum Standards Committee Comments

Sec. M:

<input type="checkbox"/> Approved	_____	_____
<input type="checkbox"/> Denied	<i>Principal's Signature (See Section I also)</i>	Date submitted to School Principal
<input type="checkbox"/> Approved	_____	_____
<input type="checkbox"/> Denied	<i>Director's Signature</i>	Date submitted to Director of Inst. Support (Textbooks)
<input type="checkbox"/> Approved	_____	_____
<input type="checkbox"/> Denied	<i>Program Specialist's Signature (if applicable)</i>	Date submitted to Subject Area District Steering Committee
<input type="checkbox"/> Approved	_____	_____
<input type="checkbox"/> Denied	<i>Director of Alternative Education's Signature (if applicable)</i>	Date submitted to Director of Alternative Education
<input type="checkbox"/> Approved	_____	_____
<input type="checkbox"/> Denied	<i>Director of CPL's Signature</i>	Date submitted to Curriculum Standards Committee

Sec. N: Miscellaneous Comments

Submit this form along with the textbook(s)/material(s) to Curriculum and Professional Learning.
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