

The selection of textbooks is an important phase of the curriculum development process. To facilitate the process, the following procedures will be applied by each selection committee. The selection committee should be composed of those teachers who will use the textbooks.

Step 1: Identify the need
Ongoing

The department identifies a “need” based on a review of the textbook inventory list or present course offerings. Also when curricular changes are made the existing text may be found to be deficient in important areas that have been included in the revised curriculum. A statement of need should be developed, including a list of the deficiencies in the current text.

The second step in the needs assessment process is determination of the desired characteristics of a new text. This then provides the search criteria for the new text. This should include any information from current test results that may need to be addressed through a new resource book.

Step 2: Access an array of materials
Feb. – Oct.

Contact should be made with at least three textbook publishers to request information and sample copies of the appropriate texts. Request any information on state test alignment and technological support.

All members of the committee should conduct a “first look” at all materials once assembled. Committee members should individually complete the screening checklist for each text considered.

Narrow the field to two or three possibilities based on the checklist review and the match to criteria that had been previously developed.

Step 3: Field Test
Oct. – April

Obtain permission from the textbook companies to copy lessons from their materials. Select a lesson which students have difficulty understanding or which has been an area of concern on state testing. The same lesson should be selected from each book under consideration, and used with a variety of classes.

Student input should be solicited where appropriate.

**Step 4:
May 1**

Decision

Once the materials have been field tested, compile all information on the texts under consideration by the committee. Meet as a group and compile a Text Review Summary Sheet on the text selected. Meet with principal(s) to present the findings of the search and the recommendation of the committee.

The presentation to the Board of Education Curriculum Committee in May/June on the recommended text should be made by members of the committee. The Text Review Summary Sheet should be prepared by the 2nd week in May to be included in the committee packet prior to the BOE meeting. Sample copies of the texts selected should also be sent to the Assistant Superintendent's office at this time.

**Step 5:
May – June**

Presentation to the Board of Education Curriculum Committee.

The Subject Area Supervisor and/or department members will share their choice of new text, rationale for this choice and the process used to select the text with the members of the Curriculum Committee of the Board of Education.

Following this meeting the Curriculum Committee will request approval from the entire Board of Education. Once this approval is given, texts may be ordered.

**Step 6:
July 1**

Implementation

Order new textbooks and support materials

**Step 7:
Aug. - Sept.**

Implementation

Complete curriculum development
Share new materials with other staff
Provide professional development as needed.