

Superintendent File: IJ-E1

PROPOSAL TO ADOPT A TEXTBOOK

“Textbooks” refer to the major information resource(s) and bound materials provided in multiple copies for use by a total class or a major portion of such class. “Required curriculum materials” shall include print and non-print resources such as software, Web-based products, assigned titles of literature, or kits that are integral to a course or curriculum content area and required for student use.

*** If applicable and appropriate, consider proposing all levels or the entire series for adoption; e.g. the beginning through advanced levels of a foreign language textbook (by the same author/publisher) with corresponding workbooks, etc. For guidance in this situation, please contact the Director of Academic Systems, World Class Education.*

FORM COMPLETION INSTRUCTIONS

- Open this document, make a copy and retitled it: “Textbook Adoption [School name Subject area].” Share this with the Director of Academic Systems.
- Complete Sections I through VII (type in the boxes provided).
 - Sections I - IV need to be completed by the educator proposing the textbook and selects the Site Review Team.
 - The textbook needs to be displayed at the school and on the school’s website for two prior submitting the completed form to the Director of Academic Systems.
 - Present to the school’s advisory council.
- Email an electronic copy to the Director of Academic Systems.
- Send a hard copy (single sided) of the proposal with the appropriate original signatures (using black or blue ball point pen), to the Director of Academic Systems.
 - Enclose a copy of the textbook.
 - The textbook must be on display at the district office for two weeks prior the School board meeting.
- This form will be processed by the World Class Education Department.
- Approved proposals are sent to the Superintendent or designee for formal adoption. You will be notified when your proposal is approved.
- The textbook adoption forms are presented to the Board of Education in October and April.
 - Materials must be submitted to the Director of Academic Systems no later than:
 - September 15th for presentation to the Board of Education in October
 - March 15th for presentation to the Board of Education in April

School:	
Date:	
School contact person:	
Email address	
Phone number	

I. TEXT INFORMATION

Title of proposed text	
Author (s)	
Publisher	
Edition	
ISBN number	
Copyright date	
Course and/or subject area in which textbook will be used	
Grade level(s)	
Dates the textbook information was displayed at the school and posted on the school's website	
Date the textbook was presented to the School Advisory Council	

Is this text currently used in our District?

- No. Please continue with the process.
- Yes. If the text is already adopted or is a new edition of a previously adopted text, a formal adoption process is not necessary. Please contact the World Class Education Department to update the information.

II. RATIONALE

Please provide a brief rationale explaining your decision to include this text in the curriculum.

III. ALIGNMENT WITH DOUGLAS COUNTY'S GUARANTEED AND VIABLE CURRICULUM INCLUSIVE OF THE WORLD CLASS OUTCOMES, 4 Cs, 21ST CENTURY SKILLS, AND APPROPRIATE CONTENT

- **Alignment to World Class Outcomes:** Explain how the textbook aligns to the World Class Outcomes.
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- **Alignment to the 21st Century Skills:** Explain how this textbook aligns to DCSD 21st Century Skills.
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- **Alignment to the 4Cs:** Explain how this textbook aligns to DCSD 4Cs.
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IV. SITE TEAM REVIEW

Please complete the table indicating the members of the site team. All members of the site review team need to read the proposed textbook.

Site Team Member	Reviewer's Name	Contact Information: Phone Number
Educator		
World Class Education Coordinator		
Parent		
Colleague		

V. EVALUATION OF MATERIAL

In the following tables please indicate if the textbook meets the following criteria.

EVALUATION OF MATERIAL - Educator

The proposed Textbook:	Y/N	Examples/Justification Please be specific
● Is appropriate for grade level/course in which it is taught		
● Develops essential knowledge and skills		
● Provides breadth and depth of content		
● Allows students to create meaning and make relevant connections to other knowledge and experience		
● The information in the text includes a variety of cultural perspectives.		
● The text has been reviewed in regard to respecting gender, ethnic and racial uniqueness, similarities and interdependence.		
● The text reflects the current research in the content area.		
● Aligns with Guaranteed and Viable Curriculum inclusive of World Class Outcomes, 4 Cs, 21 st Century Skills, and Content		
Recommend for adoption - Please check Yes or No		<input type="checkbox"/> Yes <input type="checkbox"/> No

EVALUATION OF MATERIAL - World Class Coordinator

The proposed Textbook:	Y/N	Examples/Justification Please be specific
<ul style="list-style-type: none"> • Is appropriate for grade level/course in which it is taught 		
<ul style="list-style-type: none"> • Develops essential knowledge and skills 		
<ul style="list-style-type: none"> • Provides breadth and depth of content 		
<ul style="list-style-type: none"> • Allows students to create meaning and make relevant connections to other knowledge and experience 		
<ul style="list-style-type: none"> • The information in the text includes a variety of cultural perspectives. 		
<ul style="list-style-type: none"> • The text has been reviewed in regard to respecting gender, ethnic and racial uniqueness, similarities and interdependence. 		
<ul style="list-style-type: none"> • The text reflects the current research in the content area. 		
<ul style="list-style-type: none"> • Aligns with Guaranteed and Viable Curriculum inclusive of World Class Outcomes, 4 Cs, 21st Century Skills, and Content 		
<p>Recommend for adoption - Please check Yes or No</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No

EVALUATION OF MATERIAL - Parent

The proposed Textbook:	Y/N	Examples/Justification Please be specific
<ul style="list-style-type: none"> ● Is appropriate for grade level/course in which it is taught 		
<ul style="list-style-type: none"> ● Develops essential knowledge and skills 		
<ul style="list-style-type: none"> ● Provides breadth and depth of content 		
<ul style="list-style-type: none"> ● Allows students to create meaning and make relevant connections to other knowledge and experience 		
<ul style="list-style-type: none"> ● The information in the text includes a variety of cultural perspectives. 		
<ul style="list-style-type: none"> ● The text has been reviewed in regard to respecting gender, ethnic and racial uniqueness, similarities and interdependence. 		
<ul style="list-style-type: none"> ● The text reflects the current research in the content area. 		
<ul style="list-style-type: none"> ● Aligns with Guaranteed and Viable Curriculum inclusive of World Class Outcomes, 4 Cs, 21st Century Skills, and Content 		
<p>Recommend for adoption - Please check Yes or No</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No

EVALUATION OF MATERIAL - Colleague reviewer from another school in the district.

The proposed Textbook:	Y/N	Examples/Justification Please be specific
<ul style="list-style-type: none"> • Is appropriate for grade level/course in which it is taught 		
<ul style="list-style-type: none"> • Develops essential knowledge and skills 		
<ul style="list-style-type: none"> • Provides breadth and depth of content 		
<ul style="list-style-type: none"> • Allows students to create meaning and make relevant connections to other knowledge and experience 		
<ul style="list-style-type: none"> • The information in the text includes a variety of cultural perspectives. 		
<ul style="list-style-type: none"> • The text has been reviewed in regard to respecting gender, ethnic and racial uniqueness, similarities and interdependence. 		
<ul style="list-style-type: none"> • The text reflects the current research in the content area. 		
<ul style="list-style-type: none"> • Aligns with Guaranteed and Viable Curriculum inclusive of World Class Outcomes, 4 Cs, 21st Century Skills, and Content 		
<p>Recommend for adoption - Please check Yes or No</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No

VI. SITE LEVEL PROCESS CHECK (to be completed by building team and principal)

	Teacher Initials	Dept. Chair or PLS Initials	Administrator Initials	World Class Education Curriculum Coordinator Initials
Rationale Section II above completed				
The textbook was on display at the school for two weeks.				
Information about the textbook was available on the district's and school's web site for two weeks prior to being submitted to the Director of Academic Systems.				
Information about the textbook was shared with the School Advisory Council.				

What is the total cost for purchasing the textbooks?

VII. DISTRICT LEVEL REVIEW (to be completed by the Director of Academic Systems)

	YES	NO
a. Has the process for text adoption been followed?		
b. The textbook was displayed in the school that is making the request?		
c. The textbook was displayed on district website for community comment prior to approval?		
d. Notice was provided and text was available in the BoE office for two weeks prior to submission to the BoE for approval?		
e. Does the District Review Team support adoption of this text?		

VIII. SIGNATURES/APPROVALS

Does the building Principal certify that the information on this form accurately reflects the process followed at the site.	YES	NO
Date _____		
Building Principal Signature _____		

Does the Director of Academic Systems support adoption of this book?	YES	NO
Date _____		
Director of Academic Systems Signature _____		

Does the Chief Academic Officer support adoption of this book?	YES	NO
Date _____		
Chief Academic Officer Signature _____		

IX. SUPERINTENDENT'S APPROVAL

Does the Superintendent approve adoption of this book?	YES	NO
Date _____		
Superintendent Signature _____		

X. BOARD OF EDUCATION APPROVAL

Does the Board of Education approve adoption of this book?	YES	NO
Date _____		
Board of Education Signature _____		

XI. OFFICE USE

	DATE	INITIALS
Approved novel list updated (including recommended grade level)		
Approved form with BOE signatures scanned to WCE folder on District server		