

Curriculum Review and Textbook or Materials Adoption

1. The Superintendent or designee will form a review and selection committee. The committee will consist of Department of Learning Services personnel, administrators, representatives from the District Information Technology Department, teachers and citizens.
2. The Department of Learning Services (DLS) will provide the committee with a statement which outlines:
 - The task to be accomplished
 - The role and function of the committee in the task
 - The importance of the process
 - Timelines for the process
3. The DLS will notify publishers/representatives of materials selection about timelines and request examination copies to be sent to the DLS.
4. The committee will meet to discuss:
 - Latest research on content and pedagogy for the content area
 - Appropriate assessment practices for the content area
5. The committee will:
 - Make needed revisions to the District standards
 - Make needed revisions to course titles and content
6. The committee will then review Board policies and administrative procedures for materials selection and investigate best practices for adoption.
7. The committee will meet to review and critique several existing criteria and evaluation forms for possible use. The committee will decide on selection criteria and evaluation forms. Creating a new form is possible.
8. The committee will develop supplementary evaluation questions to be addressed by each publisher, if needed.
9. The committee will conduct in-depth evaluation of materials based on established criteria. Material should be organized by grade level or course for consistency in analysis by the individual committee members. The committee will select a maximum of six publishers to present further information.

10. The committee will establish a schedule for publisher presentations, where appropriate, and develop a procedure for consistency in presentations. The committee may decide to invite other content area teachers to the presentations.
11. Supplementary evaluation questions, criteria and procedure for presentations will be sent to publishers and committee members prior to the presentations.
12. Publishers will conduct presentations. Evaluation forms will be completed by all who attend the presentations.
13. District teachers not involved in the presentations and the general public will have an opportunity to review the textbooks materials using the established criteria.
14. The committee will review all evaluations of the textbooks materials and after an in-depth analysis and contact of other users will summarize in writing strengths and weaknesses of each book of the materials. The committee will compile a final ranking and select one (preferred) or more titles for pilot use.
15. The Information Technology Department will be provided with any software or other technology related materials to determine the compatibility with District equipment.
16. Pilot use of the materials will be conducted in a minimum of three District locations for a minimum of nine weeks. The Committee will determine a pilot process, a pilot application, a process for evaluation of the pilot, and a plan to revise curriculum frameworks.
17. A public display of pilot materials will be announced and scheduled. The display will be located at the Learning Services Center. The display will last for a minimum of two weeks. Public review sheets will be provided to collect input. Input received will become part of the selection.
18. All information will be synthesized and a final review prepared.
19. Recommended materials will be presented to the Board of Education for adoption.
20. The DLS will schedule professional development on the recommended materials for all affected staff members.
21. Ordering guidelines will be sent to schools from the Department of Learning Services.

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St. Vrain Valley School District RE-1J, Longmont, Colorado