



2018 History Social Science Textbook Adoption Timeline (K-12)

Time Frame	Task / Deadline	Assigned
March, 2018	Review textbook adoption timelines and tasks: <ul style="list-style-type: none"> • Agree on textbook adoption process district guidelines • Review CDE and Board Policy regarding adoption of instructional materials • Review State approved textbook list • *Sec. 1 -Develop District Lens textbook selection criteria • Review budget allocation - \$110,000 for the 2018-2019 school year to purchase textbooks (+Carry-over) 	Assist. Supt. District staff K-12 Teachers Academic Coaches Principals Parents Community
	<ul style="list-style-type: none"> • Verify all courses and grade levels needing to purchase textbooks – total numbers • Determine pilot window and which schools want to pilot approved materials • Communicate with publishers to obtain access to online samples • Acquire Demo samples for schools as needed • *Review HSS Adoption Toolkit Workshop • Representatives share committee information at school sites 	
April, 2018	Review and update textbook timelines and tasks: <ul style="list-style-type: none"> • Prepare questions for HSS Materials Fair based on available samples 	Assist. Supt. District staff Principals
	<ul style="list-style-type: none"> • Attend TCOE HSS Materials Fair 4/4 • Committee debrief @TCOE HSS Materials Fair • *Section 2 – Investigate Integration and Alignment • Establish Small Groups - Narrow the Field • Public links of all selected samples available on the district website • Representatives share committee information at school sites 	K-12 Teachers Academic Coaches Parents Community
May, 2018	Review and update textbook timelines and tasks: <ul style="list-style-type: none"> • Samples are in schools by the end of the first week of May • *Section 3 – Review Program Components • Selection of Pilot materials and teachers at selected schools K-5, 6-8 and 9-12 • Public input active -Public links of all pilot materials available on the district website • Ongoing review of pilot texts in schools • Develop instructional materials review and feedback form • Representatives share committee information at school sites 	Assist. Supt. District Staff Principals K-12 Teachers Academic Coaches Parents Community

August, 2018	Review and update textbook timelines and tasks: <ul style="list-style-type: none"> • Ongoing review of pilot materials in schools • Public input active – public links of all pilot material available on district website • Acquire teacher and community feedback on pilot materials • Representatives share committee information at school sites 	Assist. Supt. District Staff Principals K-12 Teachers Academic Coaches Parents Community
Sept.,2018	Review and update textbook timelines and tasks: <ul style="list-style-type: none"> • Ongoing review of pilot texts in schools • Public input active – public links of all pilot material available on district website • Schedule publisher consultants to provide teacher training on selected pilot materials • Section#4 - School grade level / departments meet to compare pilot materials • Representatives share committee information at school sites 	Assist. Supt. District Staff Principals K-12 Teachers Academic Coaches Parents Community
October, 2018	Review and Update textbook timelines and tasks: <ul style="list-style-type: none"> • Ongoing review of pilot materials in schools • Pilot materials survey provided to teachers piloting materials • Grade-level discussions regarding the merits of pilot materials Section #4 (consensus) • HSS Committee scheduled to reconvene in November 	Assist. Sup. District Staff K-12 Teachers Academic Coaches Parents Community
Nov. - Dec 2018	Review and update textbook timelines and tasks: <ul style="list-style-type: none"> • Distribute instructional materials review and feedback forms to teachers and community • Grade level / department teams reach consensus on selected instructional materials • Sections #5 - Committee compiles results of instructional materials and review forms • Review teacher feedback and reconvene committee to select materials via consensus process • 10 days prior to the public hearing Public Notice shall be posted in three public places within the district • Feedback from teachers piloting materials shall be made available to the Board • Recommendation for adoption is presented in a regularly scheduled School Board meeting in a public hearing format • The Public Hearing shall include The Public Hearing shall include any objections to the adoption • Projections of student textbook counts to be submitted to the Assistant Superintendent for ordering purposes • Report order forms completed prior to the end of the month • Professional Development implementation planned and communicated • Representatives share committee information at school sites 	Assist Supt. District Staff Principals K-12 Teachers Academic Coaches Parents Community