

Administrative Regulations Regarding Textbook Selection and Approval

The Superintendent shall oversee the selection of textbooks. Evaluation and recommendations for textbook selection shall be made by school administrators and teachers. Teacher participation on curriculum committees and teacher consultation with administration for the purpose of recommending appropriate textbooks to access District curriculum is essential. Textbooks are defined as the primary or basic reading for students in a particular subject and/or student section in a semester or during an entire school year, and that resource which provides 50% or more of the information upon which the program of instruction is based. Supplemental and reference books shall not be considered to be textbooks. The guidelines below have been set forth by the Superintendent to assist administrators and teachers in the textbook selection process.

In considering a text for selection, the following guidelines should be considered:

1. Is the text consistent with the goals and objectives of the curriculum or program?
2. Does the text have a high probability of assisting students who will use it in achieving course or program objectives?
3. Does the text stimulate growth in factual knowledge and literary appreciation?
4. Does the text help students develop abilities in critical reading and thinking?
5. Does the text create an awareness of and foster an appreciation of cultural diversity?
6. Does the text allow sufficient flexibility for meeting the special needs of individual students and groups of students?

Textbook Selection

Curriculum development determines textbook selection. Textbooks do not determine the curriculum. They are a resource for students to access curriculum.

Teachers serving on Curriculum Committees will review textbooks utilizing the above guidelines and criteria on the textbook worksheet evaluation form, 6161 R, Form #1, before making a recommendation to the Principal and Superintendent or designee. The textbook review form, 6161 R, Form #2, will be completed and submitted to the Superintendent or designee with the signatures of the Curriculum Committee Chair and the Principal.

Textbook Approval

The Superintendent or designee will review the textbook to ensure a fair and comprehensive review of textbooks was used to make the selection. The final decision to approve a textbook as part of the curriculum proposal process is the responsibility of the Superintendent of Schools.

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Worksheet for Textbook Evaluation

Author(s) _____ Title _____

Publisher _____ Date _____ Grades _____

Textbook Evaluation Criteria	Poor	Adequate	Superior
1. Is the book suitable to the objectives of the course? Attach same.			
2. Are facts accurate? Are they significant? Are they carefully tied together so as to result in useful understandings?			
Is the reading difficulty of materials including vocabulary sentence structure, paragraph structure, and concepts presented suitable for the students for whom the book is intended?			
4. Are the materials interestingly written and presented in a manner that is appealing to the age group for which it is intended?			
5. How well, in terms of proposed use, does this book contribute to appropriate balance of representative points of view in the curriculum? If this book stresses any one point of view in terms of cultural, racial, or ethnic background, state on the reverse side what objectives this meets in the course- Be specific.			
6. Does the book include an appropriate number and variety of clear illustrative materials which enrich content, such as pictures charts, graphs, and diagrams?			
7. Is there an organized plan for developing skills which could include locating, gathering, organizing, and evaluating information, interpreting ideas, developing basic concepts, and developing critical thinking?			
8. Does this book build on skills preceding it and prepare students for these skills needed in future grades? (Refer to appropriate curriculum guide).			
9. Are the table of contents, index and appendix suitable?			
10. Are there carefully correlated and properly graded supplemental exercises and/or drills?			
11. Are such reading aids as variations in type, center, heads, side heads, italics, etc., used effectively?			
12. Is the physical format (typograph, binding, design, quality of paper) appropriate?			
13. Does the teacher's manual make maximum contribution to successful use of the book?			
14. Are the author(s) recognized as authorities in the field?			

Signature of Evaluator

NEW MILFORD PUBLIC
SCHOOLS TEXTBOOK
SELECTION REQUEST

6161 R
Form # 2

Procedures:

1. Teachers will complete this form and return it to the building principal.
2. The request will be reviewed and when, if approved by the building administrator, sent to the Superintendent or designee.
3. The Superintendent or designee will check to determine if any conflicts exist about use of this book at different grades or schools.
4. The Superintendent will approve or deny the request.

Note: Any change in textbook, which was previously approved by the Superintendent, will require approval from the Board of Education by a 2/3 vote of its members.

Book Title: _____ **Author(s):** _____

Cost of Book: _____ **#of copies needed:** _____ **Grade Listed:** _____ **Course Listed:** _____

Catalog # for ordering: _____ **Publisher:** _____ **Copyright:** _____

1. Explain factors necessitating change/deficiencies/inadequacies of present text.

2. Reasons for including the book in program. Briefly describe where and how this book would support our curriculum. Attach any pertinent critical review of this book.

3. Please offer a synopsis of the book that would be suitable to explain its major theme(s) to the public-

4. How well does this book, in your judgment, do the following?

	Fair	Good	Very Well	Excellent	N/A
a) reflect material that is of lasting value					
b) make an effort to represent controversial viewpoints fairly					
c) depict pluralistic nature of society					
d) represent quality of writing/production					
e) how does the cost compare to the cost of other books.					

Explain: _____

5. Does this book contain material you believe could be controversial or disturbing? If so, what in this book or in the way the book would be used would provide parents confidence that the book will not be inappropriate for their children?

This proposal was prepared by_____

Building Principal Approval_____ Date_____

Superintendent Approval _____ Date_____