

Elementary/Middle School Textbook Evaluation & Selection

The evaluation and selection of textbooks and other instructional materials is a very important process. This process needs to involve instructional staff members of various grade levels to insure a sound decision. Once an instructional material is selected it will remain in use for the rotation cycle. If an elementary school requires students to purchase their own textbooks, the teachers and the students are expected to use the officially adopted textbooks/materials.

Instructional Materials Selection Process

1. A year and a half (3 semesters) before the new instructional materials are to be put into use, the principal or principal's designee should request sample copies of materials from publishers.
2. The principal or principal's designee coordinates a procedure, that involves the instructional staff of the school in the preview of the materials, using the *Instructional Materials Evaluation Form*.
3. It is strongly encouraged that the principal or principal's designee also solicit input from members of the community, including parents, professionals in the field and other outside resources, as they can add valuable insights when considering new materials.
4. Once the *Instructional Materials Evaluation Forms* are completed, the instructional staff of the school meets with the principal to present the strengths and weaknesses of the reviewed materials. The *Consensus Questionnaire* is used as a tool to gather input from all involved in the review.
5. Upon review of the strengths and weaknesses, the instructional staff involved votes/decides on the materials to be selected for use in the classroom.
6. The school office shall keep the *Instructional Materials Evaluation Forms* and notes from the selection meeting on file for as long as the materials are in use (typically five years).
7. With the final approval of the principal, local procedures shall be followed for placing instructional materials orders.