



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

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

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