

Recommendation for New Textbook

**This form is due to the Instruction Office by April 1st
for implementation of the new textbook during the next school year.**

The following guidelines have been established to assist teachers, the administration, and the school board in considering selection of new textbooks. Resources are limited for the purchase of new textbooks, so requests are granted on a priority basis. The omission of any of the requested information could raise questions about the validity of a recommendation, and therefore it is vital that your responses be complete. Please prepare bullets of information that follow these numbers and headings precisely.

Person Submitting Recommendation: _____

Date: _____ Department: _____

A new text titled _____ is recommended for use in _____, a course offered to students in grade(s) _____.

Type a *short* response to each bullet below

1. Indicate the historical perspective:
 - Identify present text and date of adoption
 - Cite reasons why change is recommended

2. Give a brief overview of the proposed text
 - Content: major units or strands of instruction
 - Cite relationship to Whitefish Bay/state standards and benchmarks
 - Identify difficulty/challenge level of the text both in terms of reading level and conceptual level:
 - a. Is the text easy, moderate, or challenging reading level, in your professional judgment?
 - b. How will the text challenge students who are academically talented?
 - c. How can the text be adapted/modified for special needs students such as those with exceptional education or second language needs?

3. Consider the following related issues: technology, writing, support materials, curricular integration
 - How does this text encourage use of technology as an instructional tool by teachers and learning (curricular) tool by students? (Complete attached form, “*Instructional Technology*.”)
 - To what extent are opportunities for writing related to the content suggested by this text?
 - What other resources are provided by the text, including supplemental material, references to media, etc.?
 - To what extent does this text suggest integration with or parallel instruction with other disciplines, such as certain mathematics with some sciences, literature with history, etc.? How will you identify links or patterns to make them explicit and more meaningful for students?

4. Provide a sound rationale for recommending the change by indicating how this textbook will increase ability to meet instructional objectives and district standards and benchmarks.
5. If applicable, indicate how the proposed text may impact other courses or programs. Is this part of a sequence of courses, does it provide prerequisite learning, is there potential redundancy with any course?
6. Indicate any staff development needs associated with the recommendation. For example, there might be a need for training in the use of graphing calculators to prepare students for work with a particular math or science textbook.
7. What do you see as the major strengths of this text?
8. Use the “Sensitive Issues” checklist and on that document, indicate in detail, including page numbers, any sections or portions of this material that might be considered inappropriate or sensitive by any group, including:
 - Use of slang for groups or individuals
 - Material that disparages any ‘protected class’ (e.g., ethnic group, race, sexual orientation, handicap, etc.)
 - Sensitive issues such as sexuality
 - Controversial issues such as excessive violence
 - Material that might be in conflict with community values

NOTE: If the administration concludes that books or other materials have potential to be controversial or incompatible with community values, the selection process will then include independent review by five or more parents. The opinions of the selection committee and the parents will be included in a report to the school board if adoption is recommended.

Sensitive Issues

Final screen of the proposed text for Racism, Sexism, Stereotyping, conflict of Values, Bias

	YES	NO
1. Does this material consider the emotional, physical and intellectual development of the student?	_____	_____
2. Does this material take into consideration a student's self-image?	_____	_____
3. Does this material take into account the relationships between people and or groups of people?	_____	_____
4. Does this material address the needs and interests of both males and females?	_____	_____
5. Does this material recognize the contribution of both genders?	_____	_____
6. Does this material help males and females explore the wide range of roles available to them?	_____	_____
7. Does this material avoid the use of "loaded" words which attribute behaviors, abilities, interests, values, roles to a particular group of people?	_____	_____
8. Does this material recognize the contribution of people of color?	_____	_____
9. Does this material reflect an unbiased view of people of diverse cultures?	_____	_____
10. Will students of diverse cultural backgrounds see themselves reflected in these materials?	_____	_____
11. Does this text contain any material which may be considered sensitive or controversial?*	_____	_____
12. Does this text contain any material which may potentially be incompatible with community or parent values?*	_____	_____

*If you've checked yes to number 11 or 12 above, please state what specific issues may exist with this text. Please reference specific page numbers of any passages that may be of concern. This is a critically important part of this process as it ensures that we are sensitive to the developmental needs of our students and accept our full responsibility as stewards of the public trust.

(continue on an additional sheet if necessary)

INSTRUCTIONAL TECHNOLOGY INCLUDED WITH PURCHASE OF TEXT

1. Is there instructional technology that is included with the purchase of this text?

YES _____ NO _____ (if no, go on to next page)

2. If yes, do you plan to use any components of this instructional technology?

YES _____ NO _____ (if no, go on to next page)

3. Please describe how this instructional technology will be used/accessed (check all that apply)

a. _____ This technology is web-based and will not require installation of hardware or software.

b. _____ This technology is for teacher use and comes on CD-ROMs and will need to be installed on the computer of each teacher teaching this course.

c. _____ This technology is for student use and will need to be installed in a computer lab/labs.

(installation of software included with texts depends on compatibility with existing hardware)

4. Additional information about this instructional technology: (For example, is the text available online? What resources are available on a website? Is an audio version of the text available for students with special needs? Are interactive whiteboard lessons available?)

Name of Text _____ Publisher _____

Course _____

School/Department or Grade _____

Name of Person Completing this Form _____

A copy of this form will be forwarded to the Director of Technology, who will contact you for additional information and help establish an installation/ implementation plan for this software.

FINAL RECOMMENDATION FOR TEXTBOOK CHANGE OR ADDITION

Before any textbook change or addition can be made, the department chair or requesting staff member must file a complete report indicating the information requested below. The department chair will review and sign this form before obtaining the principal's signature.

COURSE TITLE _____

RECOMMENDED TEXT _____

COPYRIGHT _____

REASONS(S) FOR REQUESTING CHANGE OR ADDITION: _____

DATE OF PROPOSED IMPLEMENTATION: _____

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The following books were examined: (Please rank texts in order of desirability - 1, #2, etc.)
Show Title, Author, Publisher and Copyright.

1. _____

2. _____

3. _____

4. _____

GENERAL COMMENTS:

SUPPORT OF RECOMMENDATION:

1. _____
(Teacher(s) evaluation/recommending text) (Date)

2. _____
(Department Chairperson) (Date)
I have reviewed this text. I concur with the comments contained
in this review form and in the text proposal outline.

3. _____
(Principal) (Date)

SUBMIT TO INSTRUCTION OFFICE ALONG WITH COMPLETE
RECOMMENDATION and a COPY OF THE TEXT by APRIL 1.

Instruction Office Use Only

Approved by Curriculum Evaluation Council on _____
(month/date/year)

Signed _____
Director of Instruction, Whitefish Bay Schools