

Spring 2025 Textbook Selection Plan and Timeline

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The following areas are scheduled for the Spring 2024 textbook selection cycle:

Note: not all courses listed below will be funded by the state for the 24-25 school year, but this district review and selection process ensures that Board-approved selections are ready when the state does allocate funding for courses.

K-12 Core courses to be reviewed & selected		Courses expected to be reviewed at State Textbook Caravan
K-5 Math 6-8 Math Algebra 1 Algebra 2 Geometry Statistical Modeling Precalculus Calculus AP Calculus AP Statistics Course Descriptions	<i>based on 1/23 communication from the state, CTE materials will not be reviewed at this time</i>	K-5 Math 6-8 Math Algebra 1 Algebra 2 Geometry

Green indicates a SCHOOL TEXTBOOK COORDINATOR action step **Blue** indicates a DISTRICT CURRICULUM SPECIALIST action step

Yellow indicates SCHOOL CURRICULUM CONTACT action step

Action Item	Person (s) Responsible	Due Date	Completed
Textbook Review Forms/Rubrics updated District Curriculum Specialist develops forms for teachers to use to review textbook options- <i>must include reference to policy ACE- work with Brandi Blake.</i> Links to Rubrics: K-12 Math - overview	District Curriculum Specialists	Dec 18	
Textbook and Curriculum Contact Identified and Course Committees Formed - Information for each school's textbook and curriculum contact should be entered into the Google Sheet ASAP - Black out any courses in the spreadsheet that aren't offered at schools - Each school must be represented if they offer the course - develop a schedule of district selection committee meetings	District Curriculum Specialists	Dec 18	
SDE Release of Selected Materials- Round 1 State Instructional Materials Office release of list of publishers with approved materials	State Office of Instructional Materials	Jan 21 anticipated	

Publishers Contacted for Sample Materials Round 1 All publishers contacted with school contact information and asked to send out adoption samples ASAP.	District Textbook Office	January 22 anticipated	
School Textbook Coordinator Training - Overview of the selection process for Spring 2025 Slides with recording - Live trainings Zoom password: library 1/22 @ 11:00 and 11:30 and 2:00 1/24 @ 1:00 and 1:30 1/28 @ 9:00 and 9:30	School Textbook Coordinator	Jan 22-Jan 28	
Receive and Distribute Samples to Teachers- Round 1 Samples are being sent to school textbook coordinators tracking chart to document samples received - contact publisher if samples not received by 1/28 list of state-approved materials- round 1 only list of publisher contacts	School Textbook Coordinator	Jan 28	
Plan and Publicize School Textbook Review Open House - Identify dates for your event by COB 2/7 and add to this spreadsheet--<i>this also has a second tab to show when documentation is received</i> - Share CCSD Textbook Selection Website with digital access information (as provided by publishers) with families and teachers	School Textbook Coordinator	Jan 28-Feb 7	
District Textbook Committee Meeting meet with all school representatives to discuss rubric and textbook selection process and related documents	District Curriculum Specialists and School Curriculum Contacts	January 27	
School-Based Reviews for Teachers - 2 rounds of Materials - Ensure all textbook samples are available in schools for teachers <i>if materials are missing, the school textbook coordinator needs to be notified to reach out to the publisher ASAP</i> - share the CCSD Textbook Selection Website with linked evaluation forms and rubrics (info will be updated as available from publishers) - Use K-12 Math evaluation form for each textbook	School Curriculum Contact	January 28-March 12	
SDE Release of Selected Materials- Round 2 State Instructional Materials Office release of list of publishers with approved materials	State Office of Instructional Materials	Feb 5 anticipated	

Publishers Contacted for Sample Materials Round 2 All publishers contacted with school contact information and asked to send out adoption samples ASAP.	District Textbook Office	Feb 6 anticipated	
Receive and Distribute Samples to Teachers- Round 2 Samples are being sent to school textbook coordinators • tracking chart to document samples received • contact publisher if samples not received by 2/14 • list of state-approved materials-NEW-round 2 • list of publisher contacts	School Textbook Coordinator	Feb 14	
State Instructional Materials Caravan- MATH ONLY • Each school should have a representative attend the caravan. ○ Registration	School Curriculum Contact	February 19	
Host School Textbook Public Review Share CCSD Textbook Selection Website with digital access information (as provided by publishers) • Host event or create a 2+ week accessible display ○ Have all attendees use sign in sheet ○ Provide parents and community members with appropriate public review/comment forms or Google Form and Google Form Spanish for online reviews	School Textbook Coordinator	February 19- March 12	
Community Review Session: District Textbook Coordinator will host Open Review session for the community at 75 Calhoun in CCSD Board Room, from 4:00 p.m. – 6:00 p.m.	District Textbook Office	February 25	
Submit Documentation of Public Review • Submit your documentation of the event or office display in Google Form which includes the following: ○ images of event ○ documentation of publicity ○ completed sign in sheet ○ completed public review/comment forms ○ Public Review Report signed by principal	School Textbook Coordinator	March 13 3PM Hard Deadline	
Submit All Teacher Review Forms • Verify all teacher review forms have been submitted via the electronic evaluation forms • District Curriculum Specialist shares spreadsheet with district textbook coordinator	School Curriculum Contacts	March 14 COB <i>new date</i>	

Share Community Feedback - share all submitted paper and digital community feedback with district instructional specialists and Learning Services Leadership - determine if feedback warrants a Public Review	District Textbook Coordinator and District Curriculum Specialists & Leadership	March 14	
Citizen Review Panel 10-day review period Will be convened, <i>if needed</i> , after review of Public Comment Forms	District Textbook Office	<i>*only if needed</i>	<i>If community comments warrant this, other dates will be adjusted for submission and approval</i>
Committee Review, Discussion, and Recommendations District Textbook selection committee will conduct a final review of feedback forms and evaluations and make a textbook recommendation	District Curriculum Specialist and District Selection Committees	March 18- March 24	
Final Recommendation to District Textbook Coordinator	District Curriculum Specialist	March 25 by 10 AM	
Recommendation Packet due to Chief Academic Officer	District Textbook Office	March 25 COB	
Recommendation Packet submitted to Committee of Whole	Chief Academic Officer	March 31	
Request for Approval from Committee of Whole	Committee of Whole	April 7	
CCSD Board Meeting – Action on adoption recommendations	Deputy Superintendent of Learning Services	April 7	
CCSD Adoption Choices Submitted to SDE	District Textbook Office	April 8 anticipated	

Disposal of Unselected Samples Samples from unselected publishers may be sent to the warehouse AFTER the Board has fully approved the district's recommendations and those recommendations have been submitted to the state. Do not dispose of any of the samples before Board approval.	School Textbook Coordinator	April 8- pending approval by the Board	
PreOrder Selected Materials • order materials for funded courses based on the pre-order document provided by CCSD Textbooks via Destiny Textbook Manager • provided state with requested enrollment documentation	School Textbook Coordinator	April 8-April 11 Anticipated	

Textbook Coordinators

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Receive and Distribute Samples to Teachers- Round 2 Samples are being sent to school textbook coordinators tracking chart to document samples received - contact publisher if samples not received by 2/14 list of state-approved materials- round 2- NEW list of publisher contacts	School Textbook Coordinator	Feb 14	
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Submit Documentation of Public Review - Submit your documentation of the event or office display in Google Form which includes the following: - images of event	School Textbook Coordinator	March 13 3PM Hard Deadline	

○ documentation of publicity ○ completed sign in sheet ○ completed public review/comment forms ○ Public Review Report signed by principal			
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