

# Plano ISD

## Textbook Adoption Process

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### HAVE QUESTIONS?

Please contact Susan Hayes at 469-752-8198 or by email at [Susan.Hayes@pisd.edu](mailto:Susan.Hayes@pisd.edu)

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Teamwork for Excellence



### PLANO ISD'S TEXTBOOK ADOPTION PROCESS

The 1997 legislature removed all state guidelines for districts to use in adopting their textbooks. Plano ISD will continue to use the following process for our district to promote community and district input. This process involves establishing two textbook review committees and allowing the Plano community/parents to review and provide feedback for the textbooks up for adoption.

#### 1. Parent Input

Parents may review the textbooks up for adoption in each subject area to determine if there is any material in the textbooks that their school/community might find objectionable. If a parent does find objectionable material in a textbook up for adoption, the parent may complete the Textbook Adoption Comment Form. [This form can be submitted electronically](#) or by submitting a hardcopy of the form. The form is given to the coordinator for that subject area to take to the committee considering that specific textbook up for adoption. The committee can make the decision whether or not to drop that textbook from consideration.

## **2. District Textbook Adoption Committee (This committee must be approved by the Board of Trustees.)**

Teachers and administrators compose this committee. The coordinators and teachers on this committee are selected to represent the subject areas/grade levels of the textbooks up for adoption. The purpose of this committee is to review the recommendations of each subcommittee and to officially recommend a textbook to the Board of Trustees from each subject area in which there are textbooks up for adoption.

## **3. Textbook Subcommittees**

Each coordinator, who has textbooks up for adoption, selects experienced teachers to thoroughly study all of the textbooks that the State Board of Education has approved and/or other open source materials for their subject area/course. Each coordinator serves as the chairperson of his/her subject area committee. Textbook Adoption Comment Forms collected from the parents or PTA council members are given to the subject area coordinator. The coordinator gives the forms to the committee to use in their recommendation process. The purpose of each subject area subcommittee is to recommend the textbook to the District Textbook Adoption Committee that they believe to be the best for the district's students.

## **4. Textbook Viewing by the Public**

Individuals may review sample materials and provide input on materials being considered for adoption. The Pre-Kindergarten sample materials can be viewed digitally by visiting the following TEA website:

<http://tea4avcastro.tea.state.tx.us/imet/agreement.html> or at the Region 10 ESC, 400 East Spring Valley Road, Richardson, TX. To view samples of resources for courses not included in Proclamation 2021, please use the following link: <https://docs.google.com/spreadsheets/d/1DQWXwzz3CK2Zp6r5EluWvoSITBIJGgc-OkiBRJJYvug/edit?usp=sharing>

## **DISTRICT TEXTBOOK ADOPTION COMMITTEE, 2020-2021**

- **Dr. Katrina Hasley**, Academic Services
- **Laurie Taylor**, Elementary Academic Services
- **Ashley Davis**, Elementary Academic Services
- **Kristen Meherra**, Elementary Academic Services
- **Gabriela Arzola**, Thomas Elementary
- **Jill Thornton**, Forman Elementary
- **Laura Soto**, Bird SPC Bilingual
- **Sarah Arthur**, Beatty Early Childhood
- **Sarah Robinson**, Elementary Academic Services
- **Ashley Helms**, Secondary Academic Services
- **Ashley Carter**, Secondary Academic Services
- **Julie Baker**, Plano East Senior High
- **Linda Alloju**, Plano West Senior High
- **Dr. Rhonda Davis**, Advanced Academics and CCMR
- **Kevin Moore**, Advanced Academics
- **Eric Haggard**, Secondary Academic Services
- **Linda Havins**, Shepton High School
- **Michelle Purgerson**, Williams High School
- **Susan Hayes**, Student Engagement and District Services

## **TEXTBOOKS UP FOR ADOPTION**

**For use in Schools in 2021 – 2022**

### **Proclamation 2021**

- Pre-Kindergarten Systems

**The following courses are not included in this Proclamation; however, new resources are needed:**

- AP Biology
- AP World History
- African American Studies
- Mexican American Studies



# CONDENSED DISTRICT TEXTBOOK ADOPTION PROCESS

## Date Activity

### November 3, 2020:

Plano ISD Board of Trustees is asked to approve the recommended members for the District Textbook Adoption Committee for 2020 – 2021.

### November 2020 - February 2021:

Subject area coordinators meet with their subject area textbook committees to review materials.

### November 2020 - February 2021:

If needed, publishers make textbook presentations to the subject area committees.

### December 1, 2020 - January 31, 2021:

Individuals may review sample materials and provide input on materials being considered for adoption. The Pre-Kindergarten sample materials can be viewed digitally by visiting the following TEA website:

<http://tea4avcastro.tea.state.tx.us/imet/agreement.html> or at the Region 10 ESC, 400 East Spring Valley Road, Richardson, TX. To view samples of resources for courses not included in Proclamation 2021, please use the following link: <https://docs.google.com/spreadsheets/d/1DQWXwzz3CK2Zp6r5EluWvoSITBIJGgc-OkIBRJYvug/edit?usp=sharing>

### March 5, 2021:

All committee recommendations and forms for the textbooks up for adoption must be turned in to the Textbook Adoption Coordinator.

### April 6, 2021:

Approval requested from the Plano ISD Board of Trustees for the 2021 – 2022 school year textbook recommendations from the District Textbook Adoption Committee.

### April/May 2021:

The EMAT system opens and the textbook coordinator begins to place orders for the newly adopted textbooks based upon the district enrollment numbers plus a percentage for growth.

## **Summer 2021:**

Newly adopted textbooks are sent by vendors to Plano ISD for distribution to the schools for students to begin use in the 2021-2022 school year.