

	Task to be Performed	Timeline
1.	The supervisor submits the budget to textbooks office in September of the fiscal year prior to the implementation of the adoption.	September of previous fiscal year
2.	Budget submitted and approved.	October
3.	The supervisor sends a request to the vendors for three sets of samples of each material to be reviewed. One set is sent to the Textbooks Office. Letter in Attachment 10.	November
4.	The supervisor sends a formal letter stating the intended review date, the materials to be sent for the review, the location to which it should be sent, and an invitation to the vendor to conduct a presentation.	December
5.	Submit a list of the review panel members to the Textbook Office and conduct a viewing of the instructional materials by teachers and other stakeholders.*	December - January
6.	Complete vendor presentation and adoption review with appropriate forms (See Attachments 1, 2, 7). Submit to the Textbooks office, vendor and Director of Curriculum and Instruction, using appropriate letters. Note: Software or online materials must first be certified through the IT Department prior to conducting the adoption review.	2 nd week of January
7.	Textbook Office begins negotiations with vendors.	Mid-January to the end of month
8.	Supervisor prepares Board Action Summary and Executive Council Form. Send copies to Coordinating Supervisor of Textbooks and Director of Curriculum and Instruction.	February
9.	Adoption recommendations are submitted to board for approval.	March
10.	Purchasing for the new school year begins.	April

*Use the form in Attachment 7 to gather feedback from teachers, staff, and parents or other stakeholders prior to conducting the official instructional material(s) review. **Please note that when software products or online materials are involved, an IT professional from the technology department must first certify that the software is useable on the schools' platform.**

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Prince George's County Public Schools

EVALUATION OF CLASSROOM INSTRUCTIONAL MATERIALS FORM

(1) [] ISBN Number

(2) [] Subject

(3) Textbook Title _____
Author _____
Copyright Date _____ Price _____
Publisher's Name _____
Address _____

(8) _____
Fourth Reviewer's Signature _____ Date _____
Reason for Recommending _____

Possible Controversial Material _____

Approved _____ Not Approved _____

(4) List all Committee Members in this box:

Chairperson _____ Certified Professional _____
ESOL Representative _____ SPED Representative _____
Certified Professional _____ Layperson _____
IT Representative _____

(9) _____
ESOL Teacher's Signature _____ Date _____
Recommendation _____

Approved _____ Not Approved _____

(5) _____
Initiator's Signature _____ Date _____
Reason for Recommending _____

Possible Controversial Material _____

(10) _____
SPED Teacher's Signature _____ Date _____
Recommendation _____

Approved _____ Not Approved _____

(6) _____
Second Reviewer's Signature _____ Date _____
Reason for Recommending _____

Possible Controversial Material _____

Approved _____ Not Approved _____

(11) _____
IT Representative's Signature _____ Date _____
Recommendation _____

Approved _____ Not Approved _____

(7) _____
Third Reviewer's Signature _____ Date _____
Reason for Recommending _____

Possible Controversial Material _____

(12) Committee Recommendations _____
Grade Level _____ Instructional Level _____
Circle one: Approved _____ Not Approved _____
For These Reasons _____

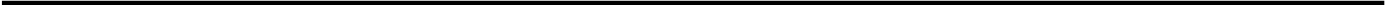
MS-3

Prince George's County Public Schools
EVALUATION OF CLASSROOM INSTRUCTIONAL MATERIALS FORM

(13)

Director's Signature _____	Date _____
Recommendation _____	

Approved _____	Not Approved _____



(14)

Board Action _____	Date _____
Approved _____	Not Approved _____
Recommendation _____	

(15)

Future Action _____
To be reconsidered for approval by _____
To be resubmitted for recommendation by _____

Prince George's County Public Schools

INSTRUCTIONS FOR COMPLETING THE EVALUATION OF CLASSROOM INSTRUCTIONAL MATERIALS FORM

The following numbers correspond to the numbers assigned to the boxes on the previous page:

1. Enter the **ISBN** number of the text or materials; found on the outside back cover of the text.
2. Indicate the **Subject Area** for which the review is being conducted.
3. Enter the textbook or materials information requested.
4. List all the members of the **current committee** conducting the review. These are the **Reviewers** in item 6: **Chairperson:** committee chairperson; **Certified Professional:** Certified professionals in the subject area in which the evaluation is being conducted; The ESOL Representative: a certified ESOL representative consulted on the materials; The **SPED Representative:** a certified Special Education teacher consulted on the materials; The **IT Representative:** an IT professional certifying software as appropriate for the platform used; **Layperson:** A lay person, not certified in the content area and not an employee within the county, e.g. a parent or community member.
5. After conducting the review process, the initiator of the review process should sign, date and list the reasons for making the recommendation, possible controversial materials, and check whether or not the book is recommended for **approval**.
6. A second **reviewer** or committee member signs and completes as in item 5 above
7. Same as item 5.
8. Same as item 5.
9. Same as item 5 – ESOL teacher.
10. Same as item 5 – PED teacher.
11. Same as item 5 – IT Representative.
12. Through committee action and majority vote (majority vote), a **recommendation** is made. **Grade Level:** enter the grade level which will use the textbook or materials being reviewed. **Instructional Level:** enter the instructional level. Indicate **Approved/Not Approved**.
13. Secure the signature of the director or designee. A decision of **Approved/Not Approved** is made by the director.
14. Forward to the board representative for approval.
15. A **Future Action** is recommended and recommendations to forward to other appropriate individuals if needed. A resubmitted date is entered.

Prince George's County Public Schools

Standards for Evaluating Classroom Instructional Materials: Print and Non-Print

This form is to be used in completing the requested information in Attachment B. Please mark the appropriate rating for the statement which most accurately describes the material being reviewed or evaluated. **Starred (*) items must be present for each approved instructional material.** If an item is **not applicable** for your content area, please select "Not at All/Rarely" for that item for each material being compared/reviewed.

The instructional material ...	Not at All/Rarely	Sometimes	Frequently	Almost Always
correlates with the curriculum content for Prince George's County Schools.*	①	②	③	④
correlates with the Maryland Voluntary State Curriculum and the Core Learning Goals.*	①	②	③	④
provides accurate information.	①	②	③	④
presents facts or other information impartially.	①	②	③	④
provides up-to-date, current information.	①	②	③	④
is free of gender biases or stereotypes.	①	②	③	④
is free of racial stereotypes or biases.	①	②	③	④
is free of stereotypical socio-economic information.	①	②	③	④
is free of religious biases or stereotypes.	①	②	③	④
is free of age biases.	①	②	③	④
presents grade level-appropriate vocabulary.	①	②	③	④
is clear and easy to follow.	①	②	③	④
requires minimum instruction for individual use.	①	②	③	④
presents concepts at the user's level.	①	②	③	④
presents full coverage of concepts or topics.	①	②	③	④
encourages problem solving/critical thinking.	①	②	③	④
encourages inductive and deductive thinking.	①	②	③	④
includes sequential activities.	①	②	③	④
includes global activities.	①	②	③	④
includes abstract activities.	①	②	③	④
includes concrete activities.	①	②	③	④
stimulates user interest across topics.	①	②	③	④
has aesthetic appeal.	①	②	③	④
provides descriptive teachers' guides.	①	②	③	④
Column Total		+	+	+

= _____ /96 (add to total on the following page)

Prince George's County Public Schools

Standards for Evaluating Classroom Instructional Materials: Print and Non-Print

Select Yes or No for each of the following.

Physical Characteristics/Aesthetic Appeal	Yes	No
The material presents effective use of color.	①	①
The print sizes are legible.	①	①
The material utilizes a well designed layout.	①	①
Illustrations are impartially presented.	①	①
Photos or prints are creatively presented.	①	①
Charts and maps are clear.	①	①
A detail index or bibliography is presented.	①	①
Print and illustrations are in balance.	①	①
The construction appears to be sturdy/durable.	①	①
Packaging or front cover is appealing.	①	①

Literary Characteristics	Yes	No
The literary plot(s) is/are clear.	①	①
The literary plot(s) is/are interesting.	①	①
The style is creative.	①	①
Well defined characterization is presented.	①	①

Cost Comparability Factors	Yes	No
The material is cost effective.	①	①
Comparable materials are less cost effective.	①	①
The cost is appropriate for the budget.	①	①
Column Totals	+	

= _____ /17 possible points (this page)

= _____ / 113 total possible points (from both pages)

Title of Book/Material: _____

Publisher: _____ Copyright Date: _____

Name of Reviewer: _____ Position Held/Certification: _____

Use one form for each Reviewer

*Prince George's County Public Schools***Standards for Evaluating Plays**

This form is to be used in completing the requested information in Attachment B. Please mark the appropriate rating for the statement which most accurately describes the material being reviewed. The items are preceded by a category, in bold, to which the succeeding statements relate. If an item is **not applicable** for the content area, please select "Not at All/Rarely" for the item for each of the material(s) being compared/reviewed.

Theatrical Conventions	Not at All/Rarely	Sometimes	Frequently	Almost Always
Accurate real-life information is presented	①	②	③	④
Facts or other information are impartially presented.	①	②	③	④
Up-to-date, current information is presented.	①	②	③	④
Gender biases or stereotypes are not presented.	①	②	③	④
Racial stereotypes or biases are not presented.	①	②	③	④
Stereotypical ,socio-economic information is not presented.	①	②	③	④
Religious biases or stereotypes are not presented.	①	②	③	④
Age biases are not presented	①	②	③	④
Allowance for willing suspension of disbelief is presented.	①	②	③	④

Appropriateness	Not at All/Rarely	Sometimes	Frequently	Almost Always
Vocabulary is presented at grade - appropriate levels.	①	②	③	④
Narration or dialogue is related to subject.	①	②	③	④
Appropriateness (cont'd)	Not at All/Rarely	Sometimes	Frequently	Almost Always
Sound effects is related to subject.				
Concepts are presented at the user's level.	①	②	③	④
Roles are appropriate for student casting.	①	②	③	④
Material presents logical development of themes.	①	②	③	④
Theme relates to students' experiences.	①	②	③	④
Roles stimulate user interest.	①	②	③	④

Prince George's County Public Schools

Standards for Evaluating Plays

The theme or plot ...	Not at All/Rarely	Sometimes	Frequently	Almost Always
speaks to varying sensibilities.	①	②	③	④
provokes intellectual stimulation.	①	②	③	④
appeals to the imagination.	①	②	③	④
presents a logical development of the story.	①	②	③	④
has human appeal.	①	②	③	④

Please select 'Yes' or 'No' for each of the items below:

Physical Characteristics/Aesthetic Appeal	Yes	No
The material presents effective use of color.	①	②
The print sizes are legible.	①	②
The material utilizes a well designed layout.	①	②
Physical Characteristics/Aesthetic Appeal	Yes	No
Illustrations are impartially presented.	①	②
Photos or prints are creatively presented.	①	②
Charts and maps are clear.	①	②
A detail index or bibliography is presented.	①	②
Print and illustrations are in balance.	①	②
The construction appears to be sturdy/durable.	①	②
Packaging or front cover is appealing.	①	②

Literary Characteristics	Yes	No
The literary plot(s) is/are clear.	①	②
The literary plot(s) is/are interesting.	①	②
The style is creative.	①	②
Well defined characterization is presented.	①	②

Cost Comparability Factors	Yes	No
The material is cost effective.	①	②
Comparable materials are less cost effective.	①	②
The cost is appropriate for the budget.	①	②
Column Totals	+	

Title of Play: _____

Publisher: _____ Copyright Date: _____

Name of Reviewer: _____ Position Held/Certification: _____

Prince George's County Public Schools

STANDARDS FOR THE EVALUATION OF INSTRUCTIONAL SOFTWARE

Use this instrument to begin the instructional software review process. All instructional software must complete the approval process before it is used in the classroom. Submit 3 copies of this completed form along with a full version of software to Instructional Technology, Bonnie F. Johns EMC. **Starred (*) items must be present for the instructional software to be moved forward in the approval process.**

Title: _____

Publisher: _____ Copyright Date: _____

Synopsis of Software: _____

Appropriate Grade Level(s): _____

Maryland Content Standards/VSC correlation: _____

Indicator	List the point-value for each of standard in the appropriate column:				Comments
	Exemplary 2 Points	Meets Standard 1 Point	Not Applicable	Not Evident 0 Points	
The software correlates with the curriculum content for Prince George's County Public Schools.*					
The software correlates with the Maryland Voluntary State Curriculum.*					
The Software employs teaching and learning approaches such as:					
Cooperative learning					
Constructivist experiences					
Independent investigations					
Multiple intelligences					
Opportunities for student creativity					
Other:					
The instructional objectives are clearly stated*					
The instructional design applies current research for technology-based instruction.					
The instructional design readily fits within the PGCPs Technology Framework.					
The instructional design readily fits MTLSS standards for students.					
The instructional design readily fits ISTE standards for students.					
The instructional design readily fits NETS standards for students.					
Extensive higher-level thinking skill activities are included in this program (for example: critical thinking skills, decision-making skills, etc.)					
This software promotes multicultural appreciation and understanding.					
People are portrayed without stereotypes.					
Cultures are portrayed without stereotypes.					

Prince George's County Public Schools

STANDARDS FOR THE EVALUATION OF INSTRUCTIONAL SOFTWARE

Indicator	List the point-value for each of standard in the appropriate column:				Comments
	Exemplary 2 Points	Meets Standard 1 Point	Not Applicable	Not Evident 0 Points	
Gender-neutral or non-traditional career roles are presented.*					
The software augments the learning and understanding of concepts for students.*					
The software uses sound to enhance learning.					
The software uses graphics to enhance learning.					
The software uses videos to enhance learning.					
The teacher can easily customize the content to accommodate learning needs.					
The teacher can easily customize the difficulty level to provide challenges to students.					
The program allows for pacing adjustments to accommodate differential learning needs.*					
The program provides appropriate feedback to students during instruction.*					
The program provides unit/topic assessments to measure understanding of the concepts.					
The program allows for reporting of student progress in various formats (e.g. individual, group, etc.).					
The instructional support materials are available in both print and online formats.					
The software complies with COMAR .05.02.13 H (aligned with federal 508 accessibility standards).*					
The resources created with the software complies with Statute § 7-910 (accessibility of teacher created resources).*					
The software automatically incorporates workstation user preferences.					
The software offers customization choices at each step.					
The site complies with Federal Education Rights and Privacy Act (FERPA).					

Column Totals = _____ + _____ + _____ + _____ = _____ /70

Attach any additional comments on a separate page at the end of this document.

Describe how this software operates:	Yes	No	Unsure
Software runs from CD.			
Software is designed to be installed on computer but the CD must be in the computer to access the content.			
Software is designed to be installed and work on one computer.			
Software is network/server based with an interface on the computer; PGCPs maintains the server.			
Software is network/server based with an interface on the computer;			

Prince George's County Public Schools

STANDARDS FOR THE EVALUATION OF INSTRUCTIONAL SOFTWARE

vendor maintains the server outside of the PGCPs firewall.			
Other:			

Vendor representative contact information:	Vendor technical contact information

Provide the following information for each individual who has participated in the review of this instructional software:

Signature, Date: _____ Signature, Date: _____

Print Name, Title: _____ Print Name, Title: _____

Print email address: _____ Print email address: _____

Signature, Date: _____ Signature, Date: _____

Print Name, Title: _____ Print Name, Title: _____

Print email address: _____ Print email address: _____

Signature, Date: _____ Signature, Date: _____

Print Name, Title: _____ Print Name, Title: _____

Print email address: _____ Print email address: _____

Prince George's County Public Schools

STANDARDS FOR THE EVALUATION OF INSTRUCTIONAL ONLINE RESOURCES

Use this instrument to begin the instructional online resource review process. All instructional online resources must complete the approval process before it is used in the classroom. Submit three copies of this completed form along with all access information to Instructional Technology, Bonnie F. Johns EMC. **Starred (*) items must be present for the instructional software to be moved forward in the approval process.**

Site Title: _____

Address/URL: _____

Copyright date or date cited home page: _____ Date reviewed: _____

Login: _____ Site ID/Domain, etc: _____ Password: _____

Synopsis of Online Resource: _____

Appropriate Grade Level(s): _____

Maryland Content Standards/VSC correlation: _____

Indicator	List the point-value for each of standard in the appropriate column:				Comments
	Exemplary 2 Points	Meets Standard 1 Point	Not Applicable	Not Evident 0 Points	
The site contents correlate with the curriculum content for Prince George's County Public Schools.*					
The site contents correlate with the Maryland Voluntary State Curriculum.*					
The contents employ teaching and learning approaches such as:					
Cooperative learning					
Constructivist experiences					
Independent investigations					
Multiple intelligences					
Opportunities for student creativity					
Other:					
The instructional objectives are clearly stated.*					
The instructional design applies current research for technology-based instruction.					
The instructional design readily fits within the PGCPSS Technology Framework					
The instructional design readily fits MTLSS standards for students.					
The instructional design readily fits ISTE standards for students.					
The instructional design readily fits NETS standards for students.					
Extensive higher-level thinking skill activities are included in this program (for example: critical thinking skills, decision-making skills, etc.)					
The resources on this site promote multicultural appreciation and understanding.					
People are portrayed without stereotypes.					

Prince George's County Public Schools

STANDARDS FOR THE EVALUATION OF INSTRUCTIONAL ONLINE RESOURCES

Indicator	List the point-value for each of standard in the appropriate column:				Comments
	Exemplary 2 Points	Meets Standard 1 Point	Not Applicable	Not Evident 0 Points	
Cultures are portrayed without stereotypes.					
Gender-neutral or non-traditional career roles are presented.					
The resource augments the learning and understanding of concepts for students.*					
The resource uses sound to enhance learning.					
The resource uses graphics to enhance learning.					
The resource uses videos to enhance learning.					
The teacher can easily customize the content to accommodate learning needs.					
The teacher can easily customize the difficulty level to provide challenges to students.					
The resource allows for pacing adjustments to accommodate differential learning needs.*					
The resource provides appropriate student feedback, during instruction.*					
The resource provides unit/topic assessments to measure understanding of the concepts.					
The resource allows for reporting of student progress in various formats (e.g. individual, group, etc.).					
Instructional support materials are available in both print and online format.					
The resources on the site comply with COMAR .05.02.13 H (aligned with federal 508 accessibility standards)					
The resources created with the software complies with Statute § 7-910 (accessibility of teacher created resources).					
The site automatically incorporates workstation user preferences.					
The site offers customization choices at each step when appropriate.					
The site is easy to navigate.					
All links operate as expected.					
Links that connect to pages outside of the site conform to the above standards.					
The site is free of advertisements.					
The site does not include pop-up windows					
The site operates efficiently when accessed by multiple users simultaneously.					
The site complies with The Child Online Protection Act (COPA).					
The site complies with Federal Education Rights and Privacy Act (FERPA).					

Prince George's County Public Schools

STANDARDS FOR THE EVALUATION OF INSTRUCTIONAL ONLINE RESOURCES

Indicator	List the point-value for each of standard in the appropriate column:				Comments
	Exemplary 2 Points	Meets Standard 1 Point	Not Applicable	Not Evident 0 Points	
Data is collected using methods transparent to the user but defaults can be changed by the user.					
A user specific login and password is required.					

Column Totals = _____ + _____ + _____ + _____ = _____ /88

Vendor representative contact information:	Vendor technical contact information:
--	---------------------------------------

Indicate the student data hosting options:	Yes	No	Unsure
Student data will reside inside of the PGCPs firewall:			
Student data will reside outside of the PGCPs firewall:			
PGCPs hosting of student data is not an option:			

List student data collected by the online resource:	Yes	No	Unsure
Student first name			
Student's full name			
Online resource can authenticate with the active directory (update PGCPs logon and password automatically)			
Grade level			
Teacher name			
Class specific identification			
Home contact information			
Race			
Gender			
Ethnicity			
Grades earned			
Other:			

Attach any additional comments on a separate page at the end of this document.

STANDARDS FOR THE EVALUATION OF INSTRUCTIONAL ONLINE RESOURCES

Provide the following information for each individual who has participated in the review of this instructional online resource:

Signature, Date: _____ Signature, Date: _____

Print Name, Title: _____ Print Name, Title: _____

Print email address: _____ Print email address: _____

Signature, Date: _____ Signature, Date: _____

Print Name, Title: _____ Print Name, Title: _____

Print email address: _____ Print email address: _____

Signature, Date: _____ Signature, Date: _____

Print Name, Title: _____ Print Name, Title: _____

Print email address: _____ Print email address: _____



Presentation to the Executive Council Form

Name of Presenter:	Title:
Program:	Division/Department:
Name of Grant: N/A	
Application: <input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuation
If Continuation, Year of Implementation:	<input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Other
Funding Agency:	Date Due:
Purpose:	
Range of Grant Awards:	Grant Period:
Amount Requested:	
Matched Funds Amount (If required):	
Proposed Use of Funds:	
Goal of Program:	
Resources Needed for: <input checked="" type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Professional Development
<input checked="" type="checkbox"/> Materials of Instruction	<input checked="" type="checkbox"/> Technology
School(s) or Program Site:	
Targeted Population:	
Partners or Other Entities Involved:	
Contracts or Memorandum of Understanding:	
I. How Does the Program Align With the Quality Schools Program Strategic Plan Goals?	
Evaluation Requirements (If Yes Explain): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Reporting Requirements:	
Evidence of Effectiveness and Need for Continuation:	

ELECTRONICALLY TRANSMITTED

Board Action Summary

An Outline of the Superintendent's Recommendation to the Board of Education

New Program: Yes No

Modified Program: Yes No

Subject:

Abstract and Highlights:

Budget Implications:

Staffing Implications:

School(s) Affected:

Preparation Date: _____

Endorsed: _____
Chief Academic Officer

Person Preparing: _____

Board Agenda Introduction Date (FIRST READER): _____

Approved: _____
Superintendent of Schools

Board Action Date (SECOND READER): _____

Board Action Summary

R E S O L U T I O N



Prince George's County Public Schools

14201 School Lane • Upper Marlboro, Maryland 20772 • www.pgcps.org

Curriculum and Instruction

[Insert department and address]

[Date]

[Insert Vendor]

Dear [insert salespersons name],

Prince Georges County Public Schools is in the process of adopting textbooks for [Insert **Course Names**]. This requires us to review texts that are published by different companies and to select a vendor that will meet our needs. If your company publishes applicable texts, you are invited to send a copy of the textbook and ancillary materials to the addresses below so that our review team can evaluate them. You will be contacted regarding the results of our preliminary evaluation of your company's materials.

Please send your materials to attention [Insert your name and address]. Additionally, please forward a copy to Lori Banks, Bonnie Johns Media Center, Attention Textbook Office 8437 Landover Rd, Landover MD 20785.

Respectfully,

[Insert Name and title]

Cc: Dr. Kara Libby
Dr. Gwendolyn Smith
Ms. Lori Banks