Timeline of Textbook Adoption Process
New Philadelphia City Schools

Summer Prior to Adoption

Curriculum Director evaluates textbook review list to determine subject area up for review. Financial Representative is consulted for budgetary planning.

August/September

Invitation to submit textbooks for evaluation and adoption to all publishers on approved ODE list.

October/November

Textbooks are put on display for public and staff viewing.

December/January

Textbook Committee is formed consisting of:

- Curriculum Director
- Representative from each grade level
- Parent

February

Committee narrows down the selection to top 2-3 choices and distributes samples to each building for teachers to evaluate and explore.

March

Vote is taken by all staff who teaches from the particular text. Votes are tallied and a recommendation is given to the Board of Education.

April/May

Board of Education hears second reading of adoption. Training is conducted for staff.

June/July/August

Old textbooks and resources are collected and properly disposed. New texts are distributed to the buildings.