

# Memo

To: Rosanne Williamson, Assistant Superintendent  
From: Cameron Muir, Associate Principal for Curriculum & Instruction  
Date: June 25, 2014  
Re: Textbook Adoptions for 2014 -2015

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Attached you will find one document that summarizes the request for textbook adoptions: *Additional Textbook Change Summary 2014-2015*. All of the changes for review are specific to the ESL program.

The curriculum at GBS continues to evolve through the Educational Planning Process, the AP Audit, articulation with sender districts, research in best practices, and the ever changing needs of our at-risk students. In 2011, GBS began a new school improvement cycle with the adoption of its revised organizational goals. The focus of the GBS faculty on curricular alignment, backward design, and instructional strategies has led course teams in their professional conversations related to best practices in those areas. Some of the choices for new texts are an outcome of the continued work of these course teams as they reflect on appropriate, relevant and engaging material for students.

Specifically, within the ESL program, courses were restructured in light of the backward design process, World-class Instructional Design & Assessment (WIDA) professional development for the team, and the State of Illinois ESL program audit we had this past fall. The scope of this restructuring and then subsequent meetings with publishers demanded teachers time through the last week of this present school year.

The work completed by teachers has increased the rigor at each level to increase student skills and has allowed for practitioners to make decisions on the placement of students who come to GBS with no English and often an inconsistent formal education. These students possess little literacy in their first-language so they are true "Beginners," not "Intensives." We are for the first time at GBS vertically implementing a reading series and writing series (both from Pearson) from our Intensive level to our Advanced level, which will ensure continuity of language and instruction. These materials are aligned with WIDA and Common Core State Standards (CCSS).

# Textbook Change Details

6/24/2014

Fall of Year: **2014**

School: **GBS**

Group: **Regular**

Department: **ELL**

Action	Title	Author	Publisher	Edition	Copyright		Rationale for change	Has the current book been used for 5 more years?	Book Price
					Year				
<b>ESL03300S - Beginning ESL 163</b>									
D	FOCUS ON GRAMMAR 1 (WKBK) (BK1)	ECKSTUT	LONGM	2ND			The course content has been changed and the book is inappropriate.	Y	\$22.00
D	FOCUS ON GRAMMAR 1	SCHOENBERG	LONGM	2ND			The course content has been changed and the book is inappropriate.	Y	\$39.00
D	FOCUS ON GRAMMAR 2 (WKBK)	ECKSTUT	LONGM	3RD			The course content has been changed and the book is inappropriate.	Y	\$22.00
D	FOCUS ON GRAMMAR 2	SCHOENBERG	LONGM	3RD			The course content has been changed and the book is inappropriate.	Y	\$39.00
D	ENGLISH, YES! (LVL3:BEGINNING)	GOODMAN	GLMCG		2004		The course content has been changed and the book is inappropriate.	Y	\$15.75
D	Ready to Write 1: First Composition	Blanchard	Pearson	3	2010		The course content has been changed and the book is inappropriate.	Y	\$33.05
Current Total Course Cost: <b>\$170.80</b>			Next Year Total Course Cost: <b>\$0.00</b>			Total Cost Difference due to text book changes:			<b>-\$170.80</b>

<b>ESL13300S - Intensive ESL 163</b>									
A	Keystone Book BB		Pearson Longman				With the re-introduction of an Intensive ESL course, it is important for our students to have a strong foundation in reading, writing, spelling, vocabulary, grammar, and speaking.		\$31.40
A	Everyday English Plus		Voyager Sopris				With the re-introduction of an Intensive ESL course, it is important for our students to have a strong foundation in reading, writing, spelling, vocabulary, grammar, and speaking.		\$34.45
Current Total Course Cost: <b>\$131.10</b>			Next Year Total Course Cost: <b>\$68.85</b>			Total Cost Difference due to text book changes:			<b>-\$62.25</b>

<b>ESL16300S - Beginning ESL 163</b>									
A	A Child Called "It"	Pelzer	HCI	Reissue	1995		With the restructuring of our ELL courses, it is important to us that students begin reading as early as possible, given their language proficiency.		\$9.60
A	Keystone Book B		Pearson Longman				With the restructuring of our ELL courses, it is important for our students to have a strong foundation in reading, writing, spelling, vocabulary, grammar, and speaking.		\$31.40
A	Paragraphs	Hogue	Peasron Longman	3rd	2014		This text will provide students with hands-on opportunities to increase their vocabulary and writing skills.		\$41.70
Current Total Course Cost: <b>\$0.00</b>			Next Year Total Course Cost: <b>\$82.70</b>			Total Cost Difference due to text book changes:			<b>\$82.70</b>

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6/24/2014

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Department: **ELL**

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					<u>Year</u>				
<b>ESL26300S - Intermediate ESL 263</b>									
A	The Crossing	Paulsen	Scholastic Paperbacks		2006		With the restructuring of our ELL courses, it is important to us that students continue developing their reading skills as they progress in our program, given their language proficiency.		\$6.99
A	Perks of Being a Wallflower	Chbosky	S+S	1	2012		With the restructuring of our ELL courses, it is important to us that students continue developing their reading skills as they progress in our program, given their language proficiency.		\$11.20
A	Keystone Book E		Pearson Longman				With the restructuring of our ELL courses, it is important for our students to have a strong foundation in reading, writing, spelling, vocabulary, grammar, and speaking.		\$31.40
A	Paragraphs To Essays	Oshima	Pearson Longman	3rd	2014		There is no text like this in the course. This will give students opportunities to increase their writing skills.		\$41.70
Current Total Course Cost: <b>\$55.95</b>			Next Year Total Course Cost: <b>\$89.90</b>			Total Cost Difference due to text book changes:			<b>\$33.95</b>
<b>ESL36300S - Advanced ESL 363</b>									
A	HOUSE ON MANGO STREET	CISNEROS	RH		1984		With the restructuring of our ELL courses, it is important to us that students continue developing their reading skills as they progress in our program, given their language proficiency.		\$7.00
A	JACK	HOMES	RH		1989		With the restructuring of our ELL courses, it is important to us that students continue developing their reading skills as they progress in our program, given their language proficiency.		\$8.75
A	Three Little Words	Rhodes-Courter	S+S	Reprint	2009		With the restructuring of our ELL courses, it is important to us that students continue developing their reading skills as they progress in our program, given their language proficiency.		\$8.00
A	Keystone Book F		Pearson Longman				With the restructuring of our ELL courses, it is important for our students to have a strong foundation in reading, writing, spelling, vocabulary, grammar, and speaking.		\$31.40
A	Essays	Oshima	Pearson Longman	4th	2014		There is no text like this in the course. This will give students opportunities to increase their writing skills.		\$41.70
Current Total Course Cost: <b>\$73.34</b>			Next Year Total Course Cost: <b>\$101.10</b>			Total Cost Difference due to text book changes:			<b>\$27.76</b>
<b>ESL56300S - Transition Engl Stds 463</b>									
A	Of Mice and Men	Steinbeck	Penguin	n/a	1937		With the restructuring of our ELL courses, it is important to us that students continue developing their reading skills as they progress in our program, given their language proficiency.		\$8.00
Current Total Course Cost: <b>\$11.20</b>			Next Year Total Course Cost: <b>\$19.20</b>			Total Cost Difference due to text book changes:			<b>\$8.00</b>

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6/24/2014

Fall of Year: **2014**

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Group: **Regular**

Department: **ELL**

<u>Action</u>	<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Edition</u>	<u>Copyright</u>		<u>Rationale for change</u>	<u>Has the current book been used for 5 more years?</u>	<u>Book Price</u>
					<u>Year</u>				
<b>ESR26300S - ESL Rdng/Wrtg</b>									
D	FOCUS ON GRAMMAR 2	SCHOENBERG	LONGM	3RD			The course content has been changed and the book is inappropriate.	N	\$39.00
D	HATCHET	PAULSEN	SS		1987		The course content has been changed and the book is inappropriate.	Y	\$6.50
D	Voices in Literature	McClosky	Heinle ELT	1	1996		The course content has been changed and the book is inappropriate.	Y	\$73.00
D	Focus on Grammar 3	Fuchs	Pearson	3	2010		The course content has been changed and the book is inappropriate.	N	\$38.00
D	Face on the Milk Carton	Cooney	LaurelLeaf	1	1991		The course content has been changed and the book is inappropriate.	Y	\$8.00

Current Total Course Cost: **\$164.50**

Next Year Total Course Cost: **\$0.00**

Total Cost Difference due to text book changes:

**-\$164.50**

Section A - Introduction

The Board of Education has entrusted to the professional judgment of the administration and teaching staff the selection of required textbook materials which support the curriculum. However, the Board recognizes its legal responsibility to approve all textbook changes. The procedures outlined below are intended to facilitate the orderly processing of requests for textbook adoptions or deletions.

Section B - Procedures

1. Textbook change requests may be initiated by a single teacher, a group of teachers, or a departmental committee established for this purpose.
2. By February 1, all requests for textbook changes shall be submitted by the initiator(s) to the appropriate instructional supervisor for review. The instructional supervisor shall either endorse the request or disapprove it. If the request is endorsed, the instructional supervisor shall forward the request to the associate principal. If the request is disapproved, the instructional supervisor shall return the request to the initiator(s) together with the reason for the disapproval.
3. After conducting their review, the instructional supervisors shall submit endorsed requests to their associate principal by March 1. The associate principal shall review the requests with the principal and the associate principal shall either endorse them or disapprove them. If a request is endorsed, the associate principal shall forward the request to the superintendent or the superintendent's designee by the last school day in March. If a request is disapproved, the associate principal shall return the request to the appropriate instructional supervisor together with the reason for the disapproval.
4. The superintendent or designee shall review the requests and either endorse them or disapprove them. If a request is endorsed, the superintendent or designee shall forward the request to the Board of Education for approval by the fourth week of April. If a request is disapproved by the superintendent or the board, the superintendent or designee shall return the request to the appropriate principal together with the reason for the disapproval.

Section C - Forms and Additional Information

1. All textbook change requests, whether they involve a single hardbound text or a series of paperbacks, shall use the same form. The initiator of a textbook change request shall submit a completed copy of the Textbook Change Request form, together with a copy of any new text, when submitting a request. A copy of the Textbook Change Request form is attached to these procedures.
2. In general, textbook changes shall not be approved if the text to be dropped has been used less than five years. If a request involves dropping a text which has been used for less than five years, an extraordinary rationale shall accompany the request.
3. Recommended, but not required, supplemental instructional materials do not need the approval of the Board of Education provided each student is given the option to choose alternate material which, in the teacher's judgment, would satisfy the course requirements.
4. Those requests for textbook changes resulting from summer curriculum projects or extraordinary circumstances shall be presented to the Board of Education in July.

Sources: School Code of Illinois, Sec 5/28-6 to 5/28-21

Revised: July 23, 1979  
Revised: March 27, 1995  
Revised: May 29, 2001  
Revised: August 11, 2003

**GLENBROOK HIGH SCHOOLS  
TEXTBOOK CHANGE REQUEST**

**SECTION I**

(Answer all questions which are applicable to this request.)

- 1) School: \_\_\_\_\_ Department: \_\_\_\_\_ Course: \_\_\_\_\_  
Course Code(s): \_\_\_\_\_
- 2) Text to be Dropped or Replaced:  
Text Title: \_\_\_\_\_ Author: \_\_\_\_\_  
Publisher: \_\_\_\_\_ Edition: \_\_\_\_\_ Copyright Date: \_\_\_\_\_  
Cost of Text: \_\_\_\_\_ Year Text was Adopted: \_\_\_\_\_
- 3) Text to be Added or Adopted:  
Text Title: \_\_\_\_\_  
Author: \_\_\_\_\_  
ISBN # \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Edition: \_\_\_\_\_ Copyright Date: \_\_\_\_\_ Cost of Text: \_\_\_\_\_  
Estimate the number of copies of the text necessary for the next school year: \_\_\_\_\_
- 4) Cost of All Books and Required Materials used in Course  
In Current School Year: \$ \_\_\_\_\_
- 5) Cost of All Books and Required Materials to be Used in  
Course During the Next School Year: \$ \_\_\_\_\_
- 6) Brief Rationale for Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Request Submitted By: \_\_\_\_\_ Date Submitted \_\_\_\_\_
- 8) Action taken by the Instructional Supervisor: \_\_\_\_\_  
If disapproved, why? \_\_\_\_\_
- 9) Action taken by the Principal: \_\_\_\_\_

If disapproved, why? \_\_\_\_\_

If the textbook or workbook is being dropped, and no replacement is to be added, omit Section II and fill in Section III.

**SECTION II**

- 1) How will the adoption of this specific text aid in the attainment of the purposes of this course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate the proposed textbook::

to a limited extent	to some extent	to a fair extent	to a great extent
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- 2) To what extent is the content of the book pertinent, relevant, and well organized? \_\_\_\_\_
- 3) Are the visuals of good quality? \_\_\_\_\_
- 4) Is the reading level of the text appropriate for the students for whom it will be adopted? \_\_\_\_\_

What is the reading level of the proposed book? \_\_\_\_\_

- 5) How many other textbooks were seriously considered? \_\_\_\_\_
- 6) If the copyright date of the proposed text is more than three years old, give a brief statement as to why you selected this book:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7) Please list any controversial passages (chapters and pages):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



8) Is the text unbiased to ethnic group and gender in its presentation?

Yes \_\_\_ No \_\_\_

If no, explain your response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9) Please indicate why you wish to change texts in this course at this time (check as many as you wish):

- Present text is out-of-date -- course needs updating.
- Proposed text will better help students reach course objectives.
- There is no text used at present; this is a new listing.
- Proposed text is more accessible to students in terms of readability.
- Present text is too expensive.
- Present text is unavailable.
- Proposed text is better written or better organized.
- Proposed text contains more appropriate content.
- Proposed text is more appropriate to students in course.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SECTION III

1) The book is being dropped because:

The book is not needed; we have sufficient materials elsewhere. \_\_\_\_\_  
The course content has been changed and the book is inappropriate. \_\_\_\_\_

2) Has the current text been used at least three years? \_\_\_\_\_

If not, provide a rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_