

## INSTRUCTION

### Textbooks: Selection Process for State and Local Textbook Adoptions

In accordance with Policy 653, all textbooks shall be selected according to procedures required by sections 22.1-238 to 22.1-253 of Chapter 230 of the Virginia Administrative Code, Regulations of the Virginia Board of Education. See also, Standard Operating Procedure Instruction 6-15, *Textbooks: Selection/Adoption/Distribution*.

The School Board shall normally select textbooks from the Virginia approved list, following the State Board of Education six-year cycle for adoption of textbooks. The School Board may also select a textbook not on the Virginia approved list. The School Board may remove a textbook on the Prince William County adoption list within that six-year cycle. The process for selecting a replacement textbook shall follow the Prince William County textbook adoption process.

- I. When Virginia Department Of Education posts the list of adopted instructional materials, the textbook adoption process for Prince William County Public Schools begins. The following standard definitions shall be used:
  - A. Textbook – A book, hard or soft bound, used in an instructional environment to assist the educator in implementing curriculum for a particular subject area or course of study.
  - B. Textbook Series – A set of textbooks related by order of occurrence produced by a single publisher.
  - C. Supplemental Material – Elements of a publisher’s program used to support the primary textbook and enhance a particular subject area or course of study.
- II. The Curriculum Supervisor shall:
  - A. Establish a timeline for the textbook selection process. The timeline shall include forming committees and scheduling committee work sessions, requesting examination copies for the committee members, schools, and the public in accordance with Policy 653.
  - B. Establish committees consisting of the supervisor, teachers, administrators, parents, and School Board appointees. This list shall be forwarded to the Associate Superintendent for Instruction.

- C. Establish a budget to allow for committee compensation for off-contract work and and release time that may be necessary for all teacher representatives on adoption committees.
- D. Develop evaluative criteria to be used by committees in textbook examination and selection. Textbook evaluation shall include but not be limited to: alignment with the Virginia Standards of Learning and the Prince William County Public Schools' curriculum, factual accuracy, a logical sequence of instruction, age/grade/reading level appropriateness, and freedom from ethnic, racial, sex, religious, age, and political bias.
- E. Provide public notice, arrange for public displays, and collect citizens' comments for committee consideration prior to finalizing recommendations for adoption.
- F. Make final recommendations to the Associate Superintendent for Instruction, the Superintendent, and the School Board.
- G. File the completed Textbook Adoption List with the Textbook Specialist.

III. The Associate Superintendent for Instruction shall:

- A. Provide the content area supervisor with the names of the School Board appointees to the committees.
- B. Provide the School Board with a copy of the names of the textbook adoption committee members, the timeline for the adoption process, and the general criteria to be used to evaluate textbooks under consideration.
- C. Approve and place the lists of textbooks recommended for adoption on the School Board agenda.
- D. Present the final Textbook Adoption Report to the School Board for approval.

IV. The Textbook Specialist shall:

- A. Prepare, with the cooperation of the curriculum area supervisors, a Master Agreement and establish required contacts for school use following School Board adoption.
- B. Establish and maintain current Master Agreements for all School Board adopted requirements.

The Director of Curriculum and Staff Development is responsible for implementing and monitoring this regulation.