

INSTRUCTION

Process for the Adoption of Textbooks

The procedures set forth in this regulation for the selection and adoption of textbooks have been developed pursuant to the Regulations of the Virginia Department of Education (VDOE) and the authority delegated by the Prince William County School Board to the Superintendent of Schools and the Superintendent's Designee, the Associate Superintendent for Student Learning and Accountability, under Policy 653, Materials: Selection and Adoption.

I. Definitions.

The following definitions apply to this regulation:

- A. Textbook – Print or electronic media for student use that serve as the primary instructional resource for a grade-level subject or course.
- B. Textbook Series – A set or series of textbooks produced by a single publisher.
- C. Ancillary Materials – Elements of a publisher's program used to support the primary textbook and enhance a particular subject area or course of study.
- D. State Adoption Cycle – The seven-year schedule used by the VDOE to review and approve textbooks for certain subject areas, as reflected in the VDOE's Textbook and Instructional Materials Adoption Schedule for History and Social Science, Mathematics, English, Science and Foreign/World Languages (Attachment I to this regulation).
- E. State-Approved List – The list of textbooks approved by the VDOE under the state adoption cycle using evaluative criteria developed by that Department.

II. General Rules for Selection of Textbooks.

- A. The Prince William County School Board shall generally select textbooks from the state-approved list. However, the VDOE does not review and approve textbooks for all subject areas or courses.
- B. As provided by law, the School Board may also select a textbook which is not on the state-approved list, under the procedures established by the VDOE and incorporated in this regulation.

- C. Before recommending a textbook not on the state-approved list, the Textbook Evaluation Committee shall first have examined and evaluated any appropriate/applicable textbooks on the state-approved list.
- D. The School Board may replace a textbook deleted from the School Division's adopted list within the state adoption cycle. The process for selecting a replacement textbook shall follow the procedures set forth in this regulation for the adoption of textbooks.
- E. Only those textbooks which are designed to provide basic support for the instructional program of a particular content area at an appropriate level will be adopted.
- F. Ancillary materials shall not be reviewed as part of the textbook adoption process, unless the Content Supervisor determines that such materials may be critical to the successful implementation of the textbook.

III. Evaluative Criteria for Textbooks.

- A. The evaluative criteria for the review of all textbooks shall include, but not be limited to, the following:
 - 1. Alignment with the Virginia Standards of Learning and the curriculum of the Prince William County Public Schools;
 - 2. Factual accuracy;
 - 3. A logical sequence of instruction;
 - 4. Age, grade, reading level appropriateness;
 - 5. Freedom from ethnic, racial, gender, religious, age, or political bias; and
 - 6. Where available, any other evaluative criteria used by the VDOE.
- B. The Textbook Evaluation Committee may also rely upon the criteria and ratings set forth in the State Profile Sheets for those subject areas where the VDOE has reviewed textbooks.
- C. In addition to the above listed criteria, textbooks may also be reviewed under criteria related to the unique needs of the content area, or under any other appropriate criteria recommended by the Associate Superintendent for Student Learning and Accountability and approved by the School Board.

- D. All criteria used in the evaluation of a textbook shall be identified on a list to be provided to the School Board by the Associate Superintendent for Student Learning and Accountability and approved when the School Board approves the timeline for the textbook selection and adoption process. The list of approved criteria shall then be provided to the School Board Clerk and filed in the Office of the School Board.

IV. Process for Selection and Adoption of Textbooks.

- A. **Timeline.** The textbook selection and adoption process and timeline shall follow the VDOE Textbook and Instructional Materials Adoption Schedule for History and Social Science, Mathematics, English, Science and Foreign/World Languages (Attachment I). The Prince William County Public Schools (PWCS) Selection and Adoption Schedule for Textbooks, which incorporates the state schedule, can be found in Attachment I.

The Content Supervisor for the subject area in which a review is occurring shall follow the approved timeline during the textbook selection and adoption process (Attachment II), and shall manage the review and recommendation process for materials being considered for adoption.

The textbook selection and adoption process shall provide for:

1. Public notice of the selection and adoption process through the Office of Community Relations;
2. Presentation to the School Board of the Textbook Selection and Adoption Schedule, and approval of the evaluative criteria for review of textbooks;
3. Formation of a Textbook Evaluation Committee;
4. The scheduling of committee work sessions to review textbooks;
5. Making textbooks available for public comment for a period of no less than three months prior to adoption by the School Board. A list of textbooks under consideration shall be placed on the PWCS Web site. Public comment shall be considered by the Textbook Evaluation Committee prior to finalizing recommendations for adoption;
6. Presentation of the Textbook Evaluation Committee's final recommendations to the School Board; and
7. Adoption of the textbook(s) by the School Board.

- B. Formation of Textbook Evaluation Committees. Textbook evaluation committees shall be representative of the supervisory staff of the central office, elementary or secondary school administrators or both, and classroom teachers of the subject fields in which adoptions are to be made, and shall be nondiscriminatory with respect to sex, race, age, national origin, religion, or disability. The Content Supervisor shall establish a budget as necessary to allow for compensation of teacher representatives for off-contract work and/or release time for work performed on such committees.

Parents shall also be given notice of the formation of such committees and invited to participate on such committees. The School Board may also appoint members of such committees. Special consideration should be given to establishing a representative sampling of parents from a variety of communities within PWCS, and to individuals with advanced formal education, teaching experience or training in the subject area under review. A list of the members of each Textbook Evaluation Committee shall be provided to the Associate Superintendent for Student Learning and Accountability.

- C. Duties of the Textbook Evaluation Committee. The Textbook Evaluation Committee shall meet on such schedule as is established by the Content Supervisor to conduct reviews and evaluate the textbooks under consideration, shall take into consideration any public comment collected during the textbook adoption process, and shall complete its review and offer its final recommendations no later than one month prior to the scheduled presentation to the School Board.
- D. Adoption by the School Board. The School Board shall receive the final recommendations of the Textbook Evaluation Committee, consider any public comment, and approve the use of all textbooks.

Following adoption of a new textbook by the School Board, the Associate Superintendent for Student Learning and Accountability shall notify school principals and textbook managers of the newly adopted textbook. The Superintendent of Schools shall certify to the State Superintendent of Public Instruction or his/her representative, on forms prescribed by the VDOE, a list of all books adopted by the Prince William County School Board, and state that such books have been adopted in full compliance with this chapter and that information as to prices paid for such books is available upon request.

V. Purchase and Delivery of Textbooks.

Prior to and during the textbook adoption process, the textbook specialist shall contact publishers to arrange for copies of any textbooks under consideration for review by the public and the Textbook Evaluation Committee. Following approval of a textbook by the School Board, the textbook specialist shall prepare, with the cooperation of the Content Supervisor, a Master Agreement with the publisher, and establish required contacts for school use. The textbook specialist shall establish and maintain current Master Agreements for all textbooks adopted by the School Board.

Following adoption of a textbook, Student Learning and Professional Development shall provide the Purchasing Department and the Department of Supply Services with a list of all newly adopted textbooks. Textbooks which have not been approved by the state are not exempt from the Virginia Public Procurement Act. The purchase of all textbooks must follow the procedures set forth in the current Purchasing Procedure Manual.

VI. Newer Editions, and Supplemental Materials.

A. Newer Editions. If, following adoption by the Prince William County School Board, an approved textbook is published in a newer edition, schools may submit a written request to the Associate Superintendent for Student Learning and Accountability for permission to purchase and use the newer edition. The Associate Superintendent for Student Learning and Accountability may approve such request if, upon review by the Content Supervisor, it is determined that the content of the newer edition is appropriate and meets the same criteria used for approval of the original textbook.

B. Supplemental Materials. Supplemental books and materials are defined as enrichment books and materials used in addition to an approved textbook. The selection and adoption process for supplemental materials is set forth in Regulation 653-4, Evaluation and Selection of Supplemental Instructional Materials.

VI. Provision of Textbooks to Students.

Textbooks required for courses of instruction shall be provided, free of charge, to each child attending the PWCS.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2013.

**Textbook and Instructional Materials Adoption Schedule for History and Social Science,
Mathematics, English, Science, Foreign Language and Prince William County Selection
and Adoption Schedule for Textbooks**

(Based on the seven-year revision cycle for the Standards of Learning and Attachment A to Supts. Memo No. 23, dated January 25, 2008 and in accordance with PWCS Regulation 653-2, dated November 18, 2009)

Adoption Area	SOL & Curriculum Framework Adoptions	State Textbook/ Instructional Materials Review	Expiration of Existing Contracts	LEA Textbook/ Materials Review May Begin	New Contract Date	PWCS Textbook Committees Formed NLT	PWCS Board Approves Texts NLT	PWCS Purchase Textbooks By
History and Social Sciences	2008	2009-10	2009	2010	July 1, 2010	May 2010	January 2011	Fall 2011
Mathematics	2009	2010-11	2011	2011	July 1, 2011	May 2011	January 2012	Fall 2012
English K-5 Reading 6-12 English and Literature Journalism/Speech	2010	2011-12	2010 for K-5 Reading 2011 for 6-12 English and Literature	2012	July 1, 2012	May 2012	January 2013	Fall 2013
Science	2010	2011-12	2010	2012	July 1, 2012	May 2012	January 2012	Fall 2013
Foreign Language	Not applicable	2014-15	2011	2015	July 1, 2015	May 2015	January 2016	Fall 2016
Career and Technical Education (CTE)	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	May 2010	January 2011	Fall 2011
Health/PE	2008	Not applicable	Not applicable	Not applicable	Not applicable	May 2013	January 2014	Fall 2014
Music	2013	Not applicable	Not applicable	Not applicable	Not applicable	May 2013	January 2014	Fall 2014
Theatre/Dance	2013	Not applicable	Not applicable	Not applicable	Not applicable	May 2013	January 2014	Fall 2014
Visual Art	2013	Not applicable	Not applicable	Not applicable	Not applicable	May 2013	January 2014	Fall 2014

Prince William County Textbook Adoption Timeline

