INSTRUCTIONAL MATERIALS

Evaluation and Selection of Instructional Materials

I. General Purpose and Definitions

A. The purpose of this regulation is to establish responsibilities, procedures, and methods of the evaluation and selection of instructional materials. The goals of selection is to provide instructional materials that support the total educational program and reflect the principles of intellectual freedom and the students’ right to information. This regulation is applicable to all personnel involved in the selection and management of instructional materials.

B. Instructional materials shall be defined as all resources, book print and non-book print supplied by the Prince William County School Board, which are used to support the curriculum and the instructional program. Instructional materials include:

1. Textbooks;
2. Library, reference, and supplementary books;
3. Films;
4. Prints and graphics;
5. Newspapers and magazines;
6. Maps, globes, and charts;
7. Electronic media resources, websites, databases, computer software, and online media sources; and
8. Audio, video discs, and video cassette.

C. The following definitions apply to this section of the regulation:

1. Core Materials – Any resource or instructional material considered necessary to support quality instruction.

2. Supplemental Materials – Any resource or instructional material that may support quality instruction but is not required.
3. Textbook Series – A set or series of textbooks produced by a single publisher.

4. Ancillary Materials – Elements of a publisher’s program used to support the primary textbook and enhance a subject area or course of study.

5. Virginia Department of Education (VDOE) 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 Language Arts, Science, and World Languages (Attachment I to this regulation).

6. VDOE - Approved List – The list of textbooks approved by the VDOE under the state adoption cycle using evaluation criteria developed by that department.

II. Process for Adoption of Textbooks

A. The procedures set forth in this regulation for the selection and adoption of textbooks have been developed pursuant to the regulations of the VDOE and the authority delegated by the Prince William County School Board to the Division Superintendent (or designee) and the Associate Superintendent for Student and Professional Learning (or designee) under Policy 653, “Instructional Materials: Selection and Adoption.”

B. General Rules for Selection of Textbooks

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

2. Before recommending a textbook not on the VDOE approved list, the Textbook Evaluation Committee shall first have examined and evaluated any appropriate and applicable textbooks on the VDOE approved list.

3. The School Board may replace a textbook deleted from the School Division’s adopted list within the VDOE state adoption cycle. The process for selecting a replacement textbook shall follow the procedures set forth in this regulation for the adoption of textbooks.
C. Evaluative Criteria for Textbooks

1. The evaluative criteria for the review of all textbooks shall include, but are not limited to, the following:
   a. Alignment with the Virginia Standards of Learning and the curriculum of Prince William County Public Schools;
   b. Factual accuracy;
   c. A logical sequence of instruction;
   d. Age, grade, and reading level appropriateness;
   e. Freedom from ethnic, racial, gender, religious, age, or political bias;
   f. Quality and variety of assessment opportunities;
   g. Equity;
   h. Technology integration;
   i. Teacher support; and
   j. Cost.

2. 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 and Professional Learning and approved by the School Board.

3. 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 and Professional Learning 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.

D. Process for Selection and Adoption of Textbooks.

1. 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 Language Arts, Science, and World Languages (Attachment II). 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 curriculum 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:

a. Public notice of the selection and adoption process;

b. Consent Agenda Item to the School Board of the Textbook Selection and Adoption Schedule, and approval of the evaluative criteria for review of textbooks;

c. Formation of a Textbook Evaluation Committee, and scheduling of committee work sessions to review textbooks;

d. Making textbooks available for public comment for a period of no less than three months prior to adoption by the School Board;

e. Presentation of the Textbook Evaluation Committee’s final recommendations to the School Board; and

f. Adoption of the textbooks by the School Board.

2. Formation of Textbook Evaluation Committees

Textbook evaluation committees shall be representative of supervisory staff at central office, elementary and/or secondary school administrators, 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 curriculum 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 be given notice of the formation of such committees and invited to participate on such committees. The School Board may appoint members to such committees. Special consideration shall 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 and Professional Learning.

3. Duties of the Textbook Evaluation Committee: The Textbook Evaluation Committee shall meet on such schedule as is established by the curriculum supervisor to conduct reviews and evaluate the textbooks and ancillary materials under consideration, take into consideration any public comment collected during the textbook adoption process, complete its review, and offer its final recommendations no later than six weeks prior to the scheduled presentation to the School Board.

4. 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 the adoption of new textbooks by the School Board, the Associate Superintendent for Student and Professional Learning shall notify school principals and textbook managers of the newly adopted textbooks. The Division Superintendent 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 pricing information is available upon request.

E. Purchase and Delivery of Textbooks

Following the School Board’s approval of the Textbook Committee’s recommendation, the Office of Student Learning shall provide the Purchasing Office with a list of all newly adopted textbooks and ancillary materials. The Purchasing Office shall prepare, with the cooperation of the curriculum supervisor, a master agreement(s) of the approved textbooks and ancillary materials and establish required contracts with publishers for school use. The Purchasing Office shall establish and maintain current master agreements for all textbooks adopted by the School Board and the Office of Student Learning. The purchase of all textbooks shall follow the procedures set forth in Regulation 470-1, “Purchasing.”
F. Newer Editions

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 and Professional Learning for permission to purchase and use the newer edition. The Associate Superintendent for Student and Professional Learning may approve such request if, upon review by the curriculum 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. Changes to the existing approved textbook made by the publishers that are not presented in a new edition are acceptable for purchase without approval from the Associate Superintendent for Student and Professional Learning but must be reviewed by the curriculum supervisor.

G. Provision of Textbooks to Students: In accordance with Public Law 8VAC20-720-170 textbooks required for courses of instruction shall be provided, free of charge, to each student attending PWCS upon request by parent or guardian.

III. The Selection of Supplemental Instructional Materials

A. The selection of supplementary instructional materials is a shared responsibility and involves many people, including librarians, teachers, students, supervisors, administrators, and community members.

B. The certified library personnel are responsible for coordinating and recommending the selection and purchase of all instructional materials in the library media center. They shall provide consultation services which may include providing selection data, advising on duplication of purchases, and assisting in the selection process.

C. The curriculum supervisors are responsible for recommending the selection and purchase of resources that support their content area.

D. In selecting materials for purchase, educators shall:

1. Consider instructional goals in the PWCS curriculum;
2. Review school programs and student populations;
3. Evaluate the existing collection of instructional materials;
4. Consult specialists from all department and/or grade levels, administrators, students, parents, and other community members;

5. Consult reputable, professionally prepared selection aids with reviews and/or selection aids which carry statements of recommendation. Recommendation by two sources may be considered as strong evidence for purchase. The purchase of all materials should conform to established purchasing procedures;

6. Emphasize a selection cycle compatible with curriculum review, revision, and textbook adoption;

7. Include a variety and balance of formats;

8. Ensure equity;

9. Ensure compatibility to current PWCS operating systems; or

10. All materials shall be considered, based on the relationship and importance to the approved curriculum based on the following criteria:

   a. Importance of the subject matter;

   b. Relevance over time;

   c. Quality of the writing and production;

   d. Readability and student appeal;

   e. Credibility of source;

   f. Freedom from bias;

   g. Format and price; and

   h. Developmental appropriateness.

E. Instructional materials used by the teacher from sources other than PWCS shall be subject to the same criteria and other considerations as materials officially selected by the School Division and should be peer reviewed.
F. Gift materials are judged by the same selection standards as purchased materials and accepted or rejected by these standards as per Regulation 423-1, “Gifts to the School Division.”

G. In accordance with Public Law 93-380, Section 439, the public will have input and access to instructional media.

IV. Sensitive and Controversial Materials:

A. Sensitive and controversial instructional materials shall be defined as sex education, moral education, religious materials, and any instructional materials in conflict with the values, mores, and philosophies of a significant group of parents of children for whom the materials are intended.

B. For materials being used at the Division level, the appropriate curriculum supervisor shall appoint an evaluation committee including teachers, students when suitable, and parent or non-parent patrons that represent different points of view to review the submitted materials and evaluations (Attachment III) to confirm that they meet the criteria. For school level materials the principal will ensure the procedures stated directly above are implemented and then forward their recommendation to the appropriate curriculum supervisor.

C. The curriculum supervisor shall forward a recommendation, along with the submitted materials, through the Director of Student Learning to the Associate Superintendent for Student and Professional Learning for School Board approval. Materials that meet or conform to established criteria may be added at the discretion of the curriculum supervisor with the approval of the Director of Student Learning.

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

This regulation and related policy shall be reviewed at least every five years and revised as needed.
<table>
<thead>
<tr>
<th>Adoption Area</th>
<th>SOL &amp; Curriculum Framework Adoptions</th>
<th>State Textbook/Instructional Materials Review</th>
<th>Expiration of Existing Contracts</th>
<th>LEA Textbook/Materials Review Begins</th>
<th>New Contract Date</th>
<th>PWCS Textbook Committees Formed No Later Than</th>
<th>PWCS Board Approves Texts No Later Than</th>
<th>PWCS Purchase Textbooks By</th>
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<tbody>
<tr>
<td>History and Social Sciences</td>
<td>2016</td>
<td>2017-18</td>
<td>2018</td>
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<td>May 2017</td>
<td>January 2018</td>
<td>Fall 2018</td>
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<td>World Languages</td>
<td>2014</td>
<td>N/A</td>
<td>2021</td>
<td>N/A</td>
<td>2021</td>
<td>May 2020</td>
<td>January 2021</td>
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<td>Career and Technical Education (CTE)</td>
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<td>Health/Physical Education</td>
<td>2008</td>
<td>N/A</td>
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<td>May 2013</td>
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<td>Music</td>
<td>2013</td>
<td>N/A</td>
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<td>May 2013</td>
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<td>Theatre/Dance</td>
<td>2013</td>
<td>N/A</td>
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<td>N/A</td>
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<td>May 2013</td>
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<td>Visual Art</td>
<td>2013</td>
<td>N/A</td>
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<td>May 2013</td>
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<td><strong>Prince William County Public Schools Textbook Adoption Timeline</strong></td>
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<td>VDOE posts list of adopted instructional materials. Office of Community Relations provides public notice of the selection and adoption process.</td>
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<td><strong>March-May</strong></td>
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<td>Consent agenda item of timeline and approval of evaluative criteria by School Board. Formation of Textbook Evaluation Committee.</td>
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<td><strong>June-July</strong></td>
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<td>Publishers send textbooks to PWCS for review.</td>
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<td><strong>June-September</strong></td>
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<td>Textbooks available for public review. Committee reviews textbooks in work sessions. Public comment considered by committee.</td>
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<td><strong>October-November</strong></td>
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<td>Committee finalizes recommendations and prepares presentation to Superintendent’s Staff.</td>
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<td>Recommended textbooks are presented to School Board for information, public comment, and approval. Provide the list of materials being submitted for School Board approval and instructional technology software online documents, Approved Software Provider approval, and Non-Disclosure Agreement to the Purchasing Office.</td>
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<td>Information about textbooks that were approved by the School Board is forwarded to Purchasing Office and schools.</td>
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<td><strong>February – Beyond</strong></td>
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<td>Schools may begin to purchase approved books.</td>
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Prince William County Public Schools Instructional Resources Evaluation Form

Title of Resource: __________________________ Copyright/Production Date: ____________

Author of Resource: ____________________________________________________________

Type of Resource: __________________________ Producer/Distributor: ________________

Request Initiated By: ________________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
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</table>

Please rate the material for content and organization: ________________________________

Please rate the material for production quality: ________________________________

Please rate the material as basic to or supplemental to the curriculum: ____________

Please indicate recommended level: ____________________________________________

Please indicate comprehensive recommendation: ____________________________________________________________________________________

Should the material be restricted to subject area or grade level? If so, which and why?

______________________________________________________________________________

Do you feel that this material is sensitive (in conflict with values, mores, and philosophies of a significant group of parents of children whom the materials are intended)? If so, what and why?

______________________________________________________________________________

Comments:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Distribution:  □ Administration
             □ Instruction
             □ Learning Resources
             □ Distributor