SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

The Department of Instruction is responsible for the selection process and purchasing of basic textbooks from those approved by the procedures that follow. The selection of basic textbooks and supplementary materials is primarily the responsibility of the Department of Instruction through textbook adoption committees consisting of supervisors, specialists, teachers, Instructional Technology Coordinators, parents, and community members.

The principal is responsible for implementing new adoptions, maintaining an inventory, and, when appropriate, withdrawing from use outdated textbooks in the school. The principal is also responsible for managing the request for reconsideration of materials.

Teachers may use textbooks, course materials or curricular programs other than those mandated for system-wide use as long as the teacher, before obtaining or using such materials, provides the principal and the appropriate supervisor a reasonable basis for the choice, based on sound educational principles, and receives their approval.

PROCEDURES AND GUIDELINES

As new adoptions are made, schools are expected to withdraw from use and inventory all textbooks for which adoptions have expired and replace them with books from new adoptions approved by the Board. New adoptions are to be introduced within one year, in most instances, but no longer than three years, replacing old texts according to an approved plan; and textbooks from the previous adoptions may be used as supplementary material until the principal and the appropriate supervisor agree that a particular text is no longer useful in the school An adopted book may be deleted from the approved list within the six-year period.

Process for the Adoption of Basic Textbooks and Related Supplementary Materials

Each curriculum supervisor who is charged with countywide responsibility in the designated subject area prepares a written proposal outlining the procedure to be used in selecting texts for adoption prior to April 30 of the year preceding that year which has been designated by the State Board for adoption of texts in specified subject areas.

The curriculum supervisor presents the proposal to the Assistant Superintendent, Instruction, for approval.

The proposal for formal adoption of textbooks should include the following items:

- Schedule of events, including a timeline, for the Textbook Adoption Committee
- Deadline dates, including transmittal of final report to the Assistant Superintendent, Instruction on or before April 30 of the adoption year
- Persons serving on the Textbook Adoption Committee. The committee shall include at least two citizens who are members of or appointed by the appropriate Advisory Committee, teacher representatives from the subject area, and a representative each from ESOL/ HILT, Special Education, and Gifted Services. Title I representation will be requested, as appropriate.

- Amount of substitute time required and the procedures for using the time.

Textbook Adoption Committee members are expected to give attention to these aspects of content, format, procedures, etc., when evaluating instructional materials:

- Pertinence to the course
- Content or procedures that are consistent with the politics, morals, ethics, religion, or doctrine of American ideals, form of government, or way of life
- Accuracy and validity of content
- Content or procedures that are free from ethnic, sexist, or racial stereotyping
- Reading levels to differentiate and take into consideration special populations
- General format size, quality of paper, type, binding, cost, durability, and practicality for use in the school and grade setting
- Consideration will be given to paperbacks in addition to hard cover editions for the adopted lists.

The treatment of social issues in all instructional materials should be carefully considered, focusing on:

- Pertinence to the course
- Fairness in examining the successes and failures of the various forms of government
- In the treatment of the individual's relationship to government, obligations are stressed, as well as rights
- Fairness in examining both sides of controversial issues

Materials selected in conjunction with the basic textbook and recommended by the textbook selection committee shall be reviewed along with the basic textbook.

Process for the Approval of Alternate Supplementary Instructional Materials

When considering alternate instructional materials, the procedures described below are to be used for items, whether purchased with textbook funds or acquired otherwise.

A staff member or members may initiate a request for permission to use alternate supplemental materials by submitting a written request to the principal and appropriate supervisor. The request shall indicate the grade or course with which the material is to be used and its

- Pertinence to the course
- Content or procedures that are consistent with the politics, morals, ethics, religion, or doctrine of American ideals, form of government, or way of life
- Accuracy and validity of content
- Content or procedures that are free from of ethnic, sexist, or racial stereotyping
- Reading levels to differentiate and take into consideration special populations
- General format size, quality of paper, type, binding, cost, durability, and practicality for use in the school and grade setting

- Consideration will be given to paperbacks in addition to hard cover editions for the adopted lists.
- Considerations for instructional media purchases:

  Instructional software/media should be reviewed/tested for APS network compatibility (including software upgrades) by the Instructional Media Integration Coordinator and DNS staff.

The treatment of social issues also should be carefully considered, focusing on:

- Pertinence to the course
- Fairness in examining the successes and failures of the various forms of government
- In the treatment of the individual's relationship to government, obligations are stressed, as well as rights
- Fairness in examining both sides of controversial issues

The use of R-rated materials in elementary and middle schools is prohibited. In high schools, if there are R-rated (using the Motion Picture rating as a guide) materials that a teacher or teachers determine to be of instructional value in classroom use, such materials may be used in the classroom under the following conditions:

- Permission by the principal or designee, appropriate curriculum or program supervisor, and department chair, in accordance with the procedures detailed above including justification as to why the R-rated material is better suited to meet the instructional needs
- Parental permission, which can be a year-long permission form for the course (with a listing of all such materials included on the permission slip)
- Only the relevant portions that link to the course content being taught are shown
- Materials are owned by APS; rentals or personal property are not permitted

Materials Purchased with Library and Information Services Funds

Responsibility for initiating requests for purchase (at the school level) of materials with library funds rests with the principal who may assign this responsibility to the school library media specialist.

Supplementary materials considered for purchase with library funds shall be examined by the library media specialist considering the criteria for textbooks and supplementary materials listed above. Whenever possible, those items should be examined physically as through prepublication copies, book exhibits, and professional conference exhibitors; however, previews from vendors are highly discouraged. If material cannot be physically examined, the reviews in professional teaching journals, recognized professional selection aids, and review periodicals may be substituted for reviews by Arlington staff. For items costing more than $200 (except for standard reference materials), purchase must also have the approval of the principal or curriculum supervisor for the program in which the item is to be used. The same criteria applies to electronic materials (including videos, CD-ROMs, etc.).

Procedures for the selection of library materials shall be described in the Arlington Public Schools ***Handbook for Library Media Programs.*** Responsibility for creating and maintaining a current edition of this manual is assigned to the Supervisor of Library and Information Services.