

GUIDELINES FOR THE SELECTION OF INSTRUCTIONAL MATERIALS

The Superintendent will be responsible for ensuring that all instructional materials to be adopted shall be evaluated using the following process.

I. Selecting Textbooks and Core-Course Instructional Materials

1. The textbook adoption committee shall be responsible for reviewing all textbooks and instructional materials under consideration for adoption by the division. This committee will be comprised of division teachers, administrators, parents and any additional individuals that the superintendent may deem necessary based on their expertise.
2. The committee shall develop written criteria to review and assess instructional materials in a given area. If available, adopted criteria from the Virginia Department of Education shall be utilized. The criteria must be approved by the School Board and kept on file in the central office.
3. Using the adopted criteria, the committee then:
 - A. Examines and evaluates instructional materials to be adopted.
 - B. Discusses the materials to be adopted
 - C. Submits a written report with its recommendations and supporting data to the Superintendent for action by the School Board.
 - D. Notice will be provided to parents and staff members that the textbooks/materials recommended by the adoption committee are under consideration for approval. the notice will state where the materials will be available for review by any interested citizens, and will be provided at least three weeks in advance of the School Board meeting at which approval is scheduled. Comments and observations may be communicated to the School Board.
 - E. After action by the School Board, the Superintendent certifies to the Superintendent of Public Instruction that a list of books adopted has been compiled in compliance with state regulations and that the information as to prices paid for such books is available upon request.

II. Supplementary Materials

Supplementary materials are those materials not included under the definition of core-course materials or specifically exempted from prior approval (Policy IIAB). Specifically materials are:

1. Maps, charts and games.
2. Materials prepared by the individual for classroom use.

3. Resource material chosen by the student for classroom use, individual use or reference.
4. Visual aids brought into the school by guest speakers.
5. Time-sensitive materials that are needed for an immediate lesson that could not be reasonably foreseen; for example, current event articles appearing in a newspaper or news magazine.
6. Materials that a teacher suggests to students as possible resource for projects or papers.
7. Classroom reading libraries which meet the requirements of the regulations.
8. Websites that have been reviewed by the individual teacher.

As stated in policy IIAB, the School Board delegates the responsibility for the selection and use of supplementary materials to the individuals schools. Building level administrators are responsible for reviewing and approving supplementary instructional materials to be used in his/her building. **Full-length films and videos must have prior approval for use by the principal prior to use in the classroom for instructional purposes.**

Reviewed: Board approved on January 7, 2019