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TEXTBOOK SELECTION AND ADOPTION

The Alexandria City Public Schools Board (ACPS Board) may adopt textbooks, including print or electronic media, for student use that serve as the primary instructional materials for a grade-level subject or course from the list of textbooks approved by the State Board of Education. The ACPS Board may also adopt books which are not on the state-adopted list in accordance with State Board of Education regulations

In approving textbooks, the ACPS Board

- appoints evaluation committees to review and evaluate textbooks, the committee must be representative of the central office supervisory staff, building administrators, and classroom teachers of the subject fields in which the adoptions are made,
- gives notice to parents that textbooks under consideration will be listed on the division’s website and made available at designated locations for review by any interested citizens,
- creates opportunities for persons reviewing such textbooks to present their comments and observations to the School Board,
- creates procedures to ensure appropriate consideration of citizen comments and observations, and
- establishes and makes known selection criteria, to include cultural and linguistic responsiveness.

Textbooks Approved by the Virginia Board of Education

The ACPS Board may either enter into written term-contracts or issue purchase orders with publishers of textbooks approved by the State Board of Education. Such written contracts or purchase orders are exempt from the Virginia Public Procurement Act (Va. Code § 2.2-4300 *et seq.*). The contract price shall not exceed the lowest wholesale price at which the textbook or textbooks involved in the contract are currently bid under contract anywhere in the United States. If, subsequent to the date of any contract entered into by the ACPS Board, the prices of textbooks named in the contract are reduced or the terms of the contract are made more favorable to purchase anywhere in the United States or a special or other edition of any book named in the contract is sold outside of Virginia at a lower price than contracted in Virginia, the publisher shall grant the same reduction or terms to the ACPS Board and give the ACPS Board the option of using such special or other edition adapted for use in Virginia and at the lowest price at which such special edition is sold elsewhere and the contract shall so state.

Contracts and purchase orders with publishers of textbooks approved by the State Board of Education shall require the publisher to furnish an electronic file of the textbook in the National Instructional Materials Accessibility Standards (NIMAS) format that will then be deposited in the National Instructional Materials Access Center (NIMAC) from which accessible versions of the particular textbook may be produced for students with print disabilities, as defined in 20 U.S.C. § 1474. Publishers shall deliver the NIMAS file of the textbook on or before the date of delivery of the regular text version.

Contracts and purchase orders with publishers of textbooks approved by the State Board of Education for use in grades 6-12 shall allow for the purchase of printed textbooks, printed

47 textbooks with electronic files, or electronic textbooks separate and apart from printed versions of
48 the same textbook. The ACPS Board may purchase an assortment of textbooks in any of the three
49 forms listed above.

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51 The ACPS Board shall order directly from the respective publishers the textbooks needed to supply
52 the public schools in the school division. The publishers shall ship the textbooks to the ACPS
53 Board. The purchase price of such textbooks shall be paid directly to the publishers by the ACPS
54 Board.

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56 **Locally-Approved Textbooks**

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58 In approving textbooks that have not been approved by the State Board of Education, the ACPS
59 Board will also include a correlation of the content to the Virginia Standards of Learning in the
60 content area and an analysis of strengths and weaknesses of the textbook in terms of instructional
61 planning and support when the textbooks pertain to Virginia Standards of Learning subjects.

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63 The publishers of such textbooks must
64 • provide the ACPS Board with certification that the content of the textbook is accurate and
65 • sign an agreement with the ACPS Board to correct all factual and editing errors found at
66 its own expense.

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68 The purchase of textbooks other than those approved by the State Board of Education is not exempt
69 from the Virginia Public Procurement Act.

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72 Adopted: January 9, 1997
73 Amended: July 1, 2005
74 Amended: April 15, 2015
75 Amended: January 5, 2023

76
77 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-238, 22.1-241.
78 8 VAC 20-720-170.

79
80 Cross Ref.: DJF Purchasing Procedures
81 IIA Instructional Materials
82 KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships