

TEXTBOOK SELECTION, ADOPTION AND PURCHASE

Selection of Textbooks and High-Quality Instructional Materials

The Maggie L. Walker Governor's School Regional School Board may adopt textbooks, and high-quality instructional materials (HQIM), including print or electronic media, for student use that serves as the primary curriculum basis for a grade-level subject or course from the list of textbooks approved by the Board of Education. The Regional School Board may also adopt textbooks and HQIM which are not on the state-adopted list in accordance with the Board of Education regulations.

In approving textbooks and HQIM, the Regional School Board

- appoints evaluation committees to review and evaluate textbooks,
- gives notice to parents that textbooks under consideration will be listed on the school's website and made available at designated locations for review by any interested citizens,
- creates opportunities for individuals reviewing such textbooks to present their comments and observations to the Regional School Board,
- creates procedures to ensure appropriate consideration of citizen comments and observations **and**
- establishes and makes known selection criteria.

Procurement of Textbooks and HQIM Approved by the Board of Education

The Maggie L. Walker Governor's School Regional School Board may either enter into written term contracts or issue purchase orders with publishers of textbooks and HQIM approved by the Board of Education in alignment with Va. Code § 22.1-241.

Contracts and purchase orders with publishers of textbooks and HQIM approved by the Board of Education shall require the publisher to furnish electronic files of the textbook and HQIM 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 textbooks and HQIM may be produced for students with print disabilities, as defined in 20 U.S.C. § 1474. Publishers shall deliver the NIMAS file of the textbooks and HQIM on or before the date of delivery of the regular text versions.

Contracts and purchase orders with publishers of textbooks and HQIM approved by the Board of Education for use in grades 6-12 shall allow for the purchase of printed textbooks and HQIM; printed textbooks and HQIM with electronic files; or electronic textbooks and HQIM, separate and apart from printed versions of the same textbook. The Regional School Board may purchase an assortment of textbooks and HQIM in any of the three forms listed above.

The Regional School Board shall order directly from the respective publishers the textbooks and HQIM needed to supply Maggie L Walker Governor's School. The publishers

shall ship the textbooks and HQIM to the Regional School Board. The purchase price of such textbooks and HQIM shall be paid directly to the publishers by the Regional School Board.

Procurement of Locally-Approved Textbooks and HQIM

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

The publishers of such textbooks and HQIM shall:

- provide the Regional School Board with certification that the content of the materials is accurate **and**
- sign an agreement with the Regional School Board to correct all factual and editing errors found at the publisher's own expense.

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

HQIM Liaison

The Regional School Board designates a faculty member to serve as the HQIM liaison. The liaison receives support from the Department of Education to serve as a resource for the school to select and implement textbooks and other HQIM and aligned professional learning resources.

Adopted: May 15, 2014

Amended: October 18, 2018

Amended: August 19, 2021

Reviewed: September 19, 2024

Amended: September 17, 2026

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-238, 22.1-253.13:2, 22.1-241.

Cross Refs.:	Pol 7014.1	Purchasing Procedures
	Pol 3005	Instructional Materials
	Pol 7013	Commercial, Promotional, and Corporate Sponsorships and Partnerships