

INSTRUCTION

Instructional Materials and Equipment Adopted Basal Instructional Materials

This regulation supersedes Regulation 3004.4.

I. PURPOSE

To establish the procedures whereby Fairfax County Public Schools adopts basal instructional materials for local use.

II. SUMMARY OF CHANGES

This regulation has undergone significant changes and should be reviewed in its entirety.

III. NEEDS ASSESSMENT AND REQUEST FOR PROPOSALS (RFP)

- A. A Superintendent's Update will be provided to notify the School Board of the basal instructional materials adoption process and timeline.
- B. The content coordinator will work with specialists to release a basal instructional materials needs assessment in order to gather feedback from teachers prior to the development and release of an RFP.
- C. The content coordinator, PreK-12 Curriculum and Instruction Director and Assistant Superintendent will share needs assessment data with the Leadership Team. The Leadership Team will provide additional feedback as well as guidance on parameters for consistency and determine funding.
- D. The content coordinator will work with the Office of Procurement Services (OPS) to develop an RFP based on the needs assessment and Leadership Team recommendations.
- E. OPS will release the RFP and once the RFP closes, will work with an established Selection Advisory Committee (SAC) and Technical Advisory Committee (TAC) to determine which proposals meet RFP criteria. Proposals that meet RFP requirements and are recommended by the SAC committee will be moved forward to public review and committee evaluation.
- F. For content areas in which the Virginia Department of Education creates an approved list of materials, FCPS may choose to forgo the RFP process and proceed through the adoption process using this list.

IV. REVIEW COMMITTEES

A. Functions of the Committee(s)

The School Board shall appoint committees to review and recommend basal instruction materials to be used in Fairfax County Public Schools.

B. Membership of the Review Committee

1. Each committee shall:

- a. Promote community involvement in the basal materials adoption process.
- b. Reflect the pluralism and diversity of the population of Fairfax County.
- c. Reflect the variation among schools with respect to demographic characteristics, grade level, and school size.
- d. Include members from the following groups in approximately the percentages specified:
 - (1) Teachers—60 percent.
 - (2) School-based administrators—20 percent.
 - (3) Community members—20 percent, including high school students for the adoption of high school-level basal instructional materials.

2. Central office staff members shall contribute to the work of the committee and serve as non-voting ex officio members.

C. Recommendation Procedure

Teachers shall nominate themselves and shall be chosen to compose a group of teachers from all regions with a range of teaching experiences in a variety of schools. Each region assistant superintendent or designee shall nominate one school-based administrator. The principals' associations shall nominate the remainder of the school-based administrators.

The Superintendent shall recommend the teacher and administrator members of the committee to the School Board for the school year within which adoption of basal materials will take place. School Board members shall nominate the community members of the committee.

D. Appointment Procedure

The members of the committee shall be appointed by formal action of the School Board. Notification of appointment shall be sent to members by the Instructional Services Department.

V. REVIEW, RECOMMENDATION, AND ADOPTION

A. Proposals that meet RFP requirements and are recommended by the SAC committee will be moved forward to public review and basal instructional materials committee evaluation.

B. Public Review

1. Basal instructional materials under consideration shall be made available for public review for 30 days and community feedback will inform the committee review. This period of public review shall be announced to the community and publicized through local media.
2. Forms for use by the public in evaluating the materials shall be made available. Feedback from completed forms shall be summarized and transmitted to the Superintendent.
3. The Superintendent shall inform the School Board of public evaluation and comment on recommended materials prior to School Board action.

C. Committee Review

1. The basal instructional materials review committee will meet multiple times in order to thoroughly review and evaluate materials for adoption.
2. The review committee(s) shall evaluate basal instructional materials based on requirements established in the RFP, Fairfax County Public Schools Program of Studies, the Virginia Standards of Learning, and relevant Fairfax County Public Schools regulations, including those addressing cultural responsiveness and equity.
3. The review committee will receive and consider feedback collected from the public review.

D. Recommendation

1. The review committee shall make a recommendation by simple majority vote of the membership.
2. Review committee recommendations are shared with the SAC and TAC.
3. Basal Instructional Materials review committee and SAC/TAC recommendations are shared with the Leadership Team.
4. The Leadership Team and Cabinet will determine if recommended basal instructional materials will move forward for School Board approval as a required or recommended basal resource. Required basal instructional materials are to be provided to schools as a districtwide purchase while recommended basal instructional materials will be available for school-based purchase.
5. The Superintendent shall convey the committee's recommendation to the School

Board.

E. Adoption

Basal instructional materials shall be adopted by formal action of the School Board.

VI. IMPLEMENTATION

Upon completion of action by the School Board, the following departmental responsibilities shall apply.

A. The Instructional Services Department shall provide:

1. A list of the titles and publishers of newly adopted basal instructional materials.
2. A schedule for schools to use in phasing in newly adopted basal materials. This schedule shall set a limit within which full implementation shall be accomplished by all schools.

B. The Office of Procurement Services shall post contract documents on the online Fairfax County contract register. The content coordinator shall communicate with schools to share distribution details for central purchases and ordering instructions for school-based purchases.

VII. INVOLVEMENT OF PUBLISHERS

Communication with vendors should stop once a decision has been made to issue an RFP until the award of the contract.

VIII. FUNDING

A. Budget

Each year the Instructional Services Department shall provide the Superintendent a cost estimate for the purchase of required basal instructional materials recommended for adoption. Budget services will determine the funding source. The estimate shall incorporate the costs of the phase-in of newly adopted basal materials.

B. Public Funding of Basal Instructional Materials

Purchase of basal instructional materials shall be supported from appropriated funds. Parents shall not be solicited to provide funding toward the purchase of basal materials.

Legal reference: Code of Virginia, Section 22.1-238