

INSTRUCTION

Instruction Materials and Equipment

Program and Supplemental Instructional Print Materials Identification, Evaluation, and Approval

This regulation supersedes Regulation 3005.4.

I. PURPOSE

To establish the procedure for the identification, evaluation, and approval of program and supplemental instructional print materials.

II. DEFINITIONS

A. Basal Materials

Instructional materials approved by the School Board through a formal process for use in all schools.

B. Program Materials

Instructional materials approved through a formal department review process for use by all students in a specific curriculum or program.

C. Supplemental Instructional Materials

1. Instructional materials approved for classroom use by a departmental office.
2. Instructional materials approved for classroom use by a local school.

Note: The current version of Regulation 3012 governs the approval of library materials, defined as any books, periodicals, or nonprint items that are purchased or accepted as a gift by a school's library media center. Library materials are not approved supplemental instructional materials. If library materials are to be used for required reading, they must be approved using the process detailed in this regulation.

D. Departments

1. Instructional Services Department (ISD)
2. Department of Special Services (DSS)

III. SUPPLEMENTAL INSTRUCTIONAL PRINT MATERIALS

This regulation applies to the assigned required reading of novels and nonfiction books for instructional purposes and book lists from which students select books for assigned required reading. Teachers shall read all material prior to using the material for instruction. Alternative readings shall be provided if a parent or student objects to the content of the material. Selection of books for independent reading or for choice reading within a genre, such as historical fiction or biography, is the responsibility of the student and the student's parents or guardians.

A. Action by Departmental Offices

The actions described in this section shall be undertaken independently, in their respective areas of responsibility, by appropriate offices in each department.

1. An office may approve and add materials to the approved program or supplemental materials listing by completing the following actions:
 - a. Curriculum specialists or curriculum review committees, under the direction of the curriculum coordinator for the subject area, evaluate an item using the appropriate approval form (Attachment A) and recommend that the item be approved.
 - b. A director or designee signs the approval form.
2. A departmental office may delete materials from the approved supplemental instructional print materials listing by action of the director or designee.
3. Each departmental office shall maintain an online listing of approved supplemental instructional materials.

B. Action by Schools

1. Schools may approve supplemental instructional print materials for local school use by taking the following actions:
 - a. In each school, the principal shall establish a standing supplemental instructional materials review committee, including the principal or his or her designee, a minimum of two classroom teachers, and two parents. The librarian and/or reading teacher may be considered for additional membership on the committee. (See the current version of Regulation 3007).
 - b. The committee shall serve as an oversight committee for review of print materials used for classroom instruction. All materials approved at the local school level must be reviewed in relation to the Fairfax County Public Schools (FCPS) Program of Studies, the Virginia Standards of Learning, and the current versions of Regulations 3011 and Regulation

3280. The committee shall also consider issues, such as:

- Age-appropriateness
- Cultural or ethnic differences
- Language or word choice
- Religion
- Disabilities
- Violence
- Implied or explicit sexual situations

Novels containing controversial or stereotypical characters, scenes, or dialogue may be approved if these contribute to the author's purpose or theme or to the instructional purpose of the lesson.

Elementary school committees shall pay special attention to the suitability of the material for the maturity level of the students.

- c. The committee shall complete the approval form (Attachment B), and the principal or his or her designee shall authorize use of the material by signing the approval form. A file of all signed approval forms shall be kept in the principal's office or designated location.
2. Parents shall be notified of required reading of novels in advance through a course syllabus or a book list. A copy of each novel will be available to parent upon request. Parents shall be informed that if they object to the content of an assigned novel, an alternative reading assignment will be provided.

See also the current version of: Regulation 6801, School Library Media Centers
Regulation 3007, Program and Supplemental Instructional
Electronic Media Identification, Evaluation, and Approval
Regulation 3011, Instructional Materials—Treatment of
Women and Minority Groups
Regulation 3280, Controversial Issues

FAIRFAX COUNTY PUBLIC SCHOOLS
Departmental Office Approval of Program and Supplemental
Instructional Print Materials

Curriculum Area: _____ Grade Level: _____

Title of Material: _____

Author: _____ Copyright Date: _____

Publisher or Vendor: _____

Address: _____

Cost of Material: _____ ISBN or Catalog No.: _____

List the POS or SOL objective(s) that this material supports.

Intended Instructional Use: _____

Submitted by: _____ Position: _____

Approved: _____ Date: _____
(Director or designee signature)

**FAIRFAX COUNTY PUBLIC SCHOOLS
School Approval of Supplemental
Instructional Print Materials**

Curriculum Area: _____ Grade Level: _____

Title of Material: _____

Author: _____ Copyright Date: _____

List the POS or SOL objective(s) that this material supports.

Reviewed by: _____
(Committee members)

Approved: _____ Date: _____

This completed form shall be kept on file in the principal's office or in a designated location.