

March 19, 2010

TO: Textbook Publishers

FROM: Beverly M. Thurston, Textbook and Instructional Materials Review
Coordinator

SUBJECT: 2010 Mathematics Textbook and Instructional Materials State Adoption
Process

The Virginia Department of Education will review mathematics textbooks and instructional materials primarily with respect to their correlation with the 2009 *Mathematics Standards of Learning* and curriculum framework. A detailed schedule of this process can be found on the Virginia Department of Education's Web site at http://www.doe.virginia.gov/instruction/textbooks/mathematics/adoption_2010-11/index.shtml.

Please examine all sections of the 2010 Mathematics Textbook and Instructional Materials review site for specific information concerning the 2010 state adoption process.

Publishers will be invited to submit "Intent to Submit" forms to the Department of Education by April 23, 2010. Publishers also will be invited to submit correlation forms and textbooks and instructional materials to the Department of Education, evaluation committee members, and designated public review sites by June 11, 2010.

If you have questions, please contact Dr. Beverly Thurston at (804) 225-2893 or by e-mail at Beverly.Thurston@doe.virginia.gov.

**2010 Mathematics
Textbook and Instructional Materials Review Process**

**Section 1
2010 Review Procedures**

The *Code of Virginia* places the authority for review of textbook and instructional materials suitable for use in the public schools of Virginia with the Board of Education. At the March 18, 2010, Board of Education meeting the Department of Education was authorized to proceed with the mathematics textbook and instructional materials state adoption process. The Department will submit to the Board for approval a list of recommended materials. Statewide review committees will be organized for each curriculum area. The membership of these committees will be composed of a cross section of teachers, principals, administrators, content specialists, or others who have expertise with the content areas and standards. It is anticipated that the mathematics textbook and instructional materials review will be completed by January 2011.

Review committees will be directed to compare all submitted materials to the 2009 *Mathematics Standards of Learning* and curriculum framework and develop a "profile sheet" indicating the degree of correlation of an instructional item to the relevant standard and framework. Profile sheets on each instructional item will be posted on the Department's Textbook and Instructional Materials Web site to assist school divisions in the local textbook and instructional materials adoption process. Profile sheets will also be available to all publishers who submit textbooks and instructional materials to the review process.

All publishers having basal materials in mathematics are invited to submit textbook and instructional materials that meet the following criteria:

- a. Textbook and instructional materials that are highly correlated to the 2009 *Mathematics Standards of Learning* and curriculum framework.
- b. Textbook and instructional materials that present content in an accurate manner and that are challenging to the learner.
- c. Print materials (textbooks) that are bound in hardcover format and meet the Manufacturing Standards and Specifications for Textbooks of the Advisory Commission on Textbook Specifications (NASTA, latest edition). Exceptions may be granted for nonconsumable softcover formats that meet the Manufacturing Standards and Specifications for Textbooks of the Advisory Commission on Textbook Specifications (NASTA, latest edition).
- d. Textbook and instructional materials in electronic format that represent the core (stand-alone to the print component of a core stand-alone basal) program.

- e. Materials that are not considered supplemental and/or ancillary to a full basal instructional program, but are considered “core.” Virginia review committees will only review instructional materials that are considered to be stand-alone and the "core" of a mathematics course.

Section 2
Guidelines for Submitting
Textbook and Instructional Materials in Electronic Format

Nonprint technology-based formats will be included in the 2010 Virginia textbook and instructional materials review. The following definition will be used to clarify the non-print category suitable for submission to the review of textbook and instructional materials:

"Core" or "stand-alone" electronic textbook and instructional materials.

A nonprint, technology-based, electronic medium that contains a comprehensive, systematic presentation of the key concepts of an academic discipline and which constitutes a major instructional vehicle for that discipline.

The Department of Education will not examine supplementary or ancillary materials that are not considered essential to a core or stand-alone program. In order for electronic materials to be considered for examination, publishers must declare that electronic materials are a stand-alone, core program. This declaration must be indicated on the "Intent to Submit" form.

Section 3
Textbook and Instructional Materials Sampling Procedures

A. When to send samples

Textbook and instructional materials samples must be postmarked and mailed by June 11, 2010, to the Virginia Department of Education, eight public review sites, and to state review committee members.

B. Where to send samples

State review committees will be formed by May 2010. Names and addresses of persons to whom samples should be sent will be forwarded to publishers by June 2, 2010. Addresses and contact persons for the public review sites will be sent as well.

C. What to send

The basal instructional materials that the Department of Education is seeking for review are those designed to provide "core" support for the grade levels and courses listed in the 2009 *Mathematics Standards of Learning*. Publishers are asked to study the 2009 *Mathematics Standards of Learning* and curriculum framework for the subject area in which their company produces textbook and instructional materials. The standards and curriculum framework should assist in making decisions about materials that may be suitable to submit for review. The 2009 *Mathematics Standards of Learning* Curriculum Framework is available on the Department of Education's Web site at

http://www.doe.virginia.gov/testing/sol/standards_docs/mathematics/review.shtml

The student edition of print programs is considered the "official sample," but teachers' editions are required to assist with the review. Materials in electronic format must conform to the guidelines in Section 2. A publisher prepared correlation to the 2009 *Mathematics Standards of Learning* and curriculum framework should accompany the student and teacher edition of all instructional programs. Forms for concise correlations are available on the Department of Education's Web site at

http://www.doe.virginia.gov/instruction/textbooks/mathematics/adoption_2010-11/index.shtml under the heading, K-12 Mathematics Publisher Correlation Forms.

Publishers must use these forms. Extensive correlations beyond this format will not be examined.

D. Substitutions

If a new edition of materials submitted by June 11, 2010, subsequently becomes available, a copy should be sent to Dr. Beverly Thurston, textbook and instructional materials review coordinator. A brief summary of changes incorporated into the new edition should be enclosed. The new edition will not be reviewed as a part of the 2010 review process; however, these submissions will be evaluated as a "substitution" and, if approved by subject area specialists, be placed on the appropriate basal list of textbook and instructional materials.

**Section 4
Shipment of Instructional Materials**

Please observe the following instructions in the shipment of examination copies of textbook and instructional materials:

A. Identification of Textbook and Instructional Materials

The contents of each shipment of instructional materials should be identified according to the specified curriculum area. A label should be affixed to the outside

of each package giving the curriculum area, title(s) and grade level of the enclosed materials.

B. Identification of Each Instructional Item or Series (to be included with all samples submitted)

There should be attached to the inside cover of each item of print material (textbook) submitted for review an information sheet or label giving specific subject field, title, author(s), intended grade level and/or course, national advertised list price, and publisher. Also there should appear on the same label the following statement: "This item is submitted for review in the State of Virginia, 2010." No item will be considered an official sample without this statement. In the case of electronic media, an information sheet should be used and submitted with the electronic media (if possible, please attach this information sheet to the electronic media).

Included with an instructional item or series submitted for review should be information on the following:

1. Any specific program that targets a special audience (such as English language learners, students with disabilities, etc.).
2. If available, a readability level, including formula applied.

C. List of Titles Included in Each Shipment as Receipts

A list of titles of the textbooks and instructional materials in each shipment (receipt) in duplicate should be included. Each evaluator will be asked to return one copy of the "receipt" to the publisher (stamped, self-addressed envelopes must be included), and then retain the original copy. This procedure will acknowledge the reviewer's receipt of all materials.

**Section 5
Publishers "Intent to Submit" Form**

By April 23, 2010, publishers must electronically submit to Beverly Thurston, textbook and instructional materials review coordinator, a list of intended submissions using the "Intent to Submit" form located on the Department of Education's Web site at http://www.doe.virginia.gov/instruction/textbooks/mathematics/adoption_2010-11/publishers_intent_to_submit.doc. The form(s) may be e-mailed to Beverly.Thurston@doe.virginia.gov.

Section 6

State Adoption Information Form

By June 11, 2010, publishers shall electronically submit to Beverly Thurston, textbook and instructional materials review coordinator, essential information for each textbook submitted, namely: specific subject area, title, author, grade level, copyright date, and the contract price that shall not exceed the lowest wholesale price at which the book or books submitted are currently bid under contract anywhere in the United States (*Virginia Code* §22.1-241: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+coh+22.1-241+402040>).

Please use the State Adoption Information Form located on the Department of Education's Web site at

http://www.doe.virginia.gov/instruction/textbooks/mathematics/adoption_2010-11/publishers_state_adoption_information_form.doc. The form(s) may be e-mailed to Beverly.Thurston@doe.virginia.gov.

During the period of the 2010 mathematics textbook and instructional materials review, publishers' representatives shall not contact state review committee members for any reason. Failure to observe this guideline shall be considered a forfeiture of the right to submit. Unrestricted professional contacts are permitted between publishers' representatives and appropriate staff members of the Virginia Department of Education.

Section 7

Publishers' Response to Virginia Profile Sheets

Each publisher will be sent a copy of the profile sheets that have been developed for the 2010 mathematics textbook and instructional materials review process. The profiles will be e-mailed by mid-September 2010, or as soon as possible after the conclusion of the state review committee meeting during July 2010.

Publishers will have the opportunity to respond in writing to the profile sheets. Publishers will not be invited to present responses in person. Department of Education staff will review all publisher responses against state review committee documentation and reply to publishers in writing.

Letters requesting a "reconsideration" of a profile(s) should be sent to Dr. Beverly Thurston, textbook and instructional materials review coordinator, Virginia Department of Education, P. O. Box 2120, Richmond, VA 23218-2120. Letters requesting reconsideration must be received by September 30, 2010.

Section 8

Publishers' Presentations To State Review Committees

Publishers will not be invited to present to state review committees for the 2010 Virginia Textbook and Instructional Materials Review.

Section 9 Contract Stipulation

Virginia Code now requires that local school boards shall either enter into written term contracts or issue purchase orders on an as-needed basis with publishers of textbooks approved by the Board of Education for use in the public schools. Contracts and purchase orders with publishers of textbooks approved by the Board shall require the publishers to furnish an electronic file of the textbook in the National Instructional Materials Accessibility Standards. Please refer to *Virginia Code* §22.1-241: (<http://leg1.state.va.us/cgi-bin/legp504.exe?000+coh+22.1-241+402040>) for information regarding stipulations for contracts and purchase order