

**TEXTBOOK
selection
&
ADOPTION**

BoE C&I 2/14/17

Overview (State Board of Education Reg 43-70)

- Instructional materials are adopted and funded by subject are on a staggered six-year cycle
- SCDE facilitates the review and adoption process using the guidelines and procedures outlined in the regulation
- Upon SBE adoption of new materials, districts and schools are provided the list of areas and materials with anticipated funding

BCSD IS-36

Textbook Selection and Adoption

- Superintendent or his designee is responsible for selecting for adoption textbooks and these are approved by the Board
- Local committee selects from the SBE approved list
- Once a textbook is selected for recommendation, a Textbook Selection Verification form is completed
- A District Textbook Adoption Request form is submitted for review and approval
- Copies of the forms and completed rubrics are kept on file

School Inventory of Instructional Materials

- State law requires each school to count all state-owned materials annually, May 1 - June 30, and report the totals to the State Textbooks Office
- Invoice is sent if money is due to the state
- Schools must pay before ordering new materials
- All funds collected for textbooks should be deposited into the school's textbook activity fund. This fund is used to cover lost and damaged books for which the school is unable to collect funds
- Each school should check textbooks at least twice during the year

INSTRUCTIONAL MATERIALS ADOPTION PROCESS

(State Board of Education Regulation No.: R 43-70)

October–December

- The Instructional Materials Advisory Committee meets to determine, with SCDE guidance, the new subject areas and calendar for the upcoming adoption cycle as well as the priority order for purchasing materials and contract extensions for the upcoming school year.
- The SBE reviews and approves the Instructional Materials Advisory Committee recommendations for the new school year.

January–April

- SCDE issues the Call for Bids to publishers as authorized for materials in the approved subject areas and receives the sealed bids in 45 days.
- SCDE receives candidates for the Instructional Materials Review Panels from superintendents, SBE members, and SCDE content-area education associates.
- SCDE establishes the Review Panels and submits Panel nominees and alternates to the SBE for approval.
- Publishers provide print and digital materials with correlations to the Review Panel members.

June–September

- In June, members of the Review Panels receive orientation and begin to evaluate instructional materials.
- In September, the Panels meet for final deliberation of the materials and create a final list of recommendations.

October–November

- SCDE invites the public to review materials recommended for adoption by the Review Panels at colleges and universities as well as virtually through publisher-provided links.
- Citizens submit comments using the website for the 30-day public review.

December

- SCDE submits the Instructional Materials Review Panel recommendations to the SBE for approval.
- The public review comments are provided with the Review Panel recommendations to the SBE.

January–June

- To assist districts with local adoptions, SCDE facilitates the Instructional Materials Caravan to coordinate regional presentations on the newly-adopted materials.
- Schools order their district-selected adopted instructional materials based on enrollment.
- Materials are provided to the schools in time for the new school year.

**ADOPTION AREAS WITH ANTICIPATED FUNDING FOR SCHOOL YEAR 2017–18
AND IMPORTANT DATES FOR
SCHOOL AND DISTRICT INSTRUCTIONAL MATERIALS COORDINATORS**

The projected instructional materials funding for FY 2017–18 and the SBE-approved list with the prioritized order for purchasing were used to determine the anticipated funded subject areas. Should additional funding be provided from the General Assembly for the FY 2017–18, districts will be notified of the newly-funded areas and the timeline for placing orders. The complete list of state-adopted instructional materials for the areas listed below will be posted on the web at <http://ed.sc.gov/finance/instructional-materials/> by mid-January.

DATES AND DEADLINES	PRE-ORDER AREAS
<p>February 6–28, 2017 — Consumable Pre-Order Districts have reported selections for these subject areas.</p>	<p>Consumable Pre-Order Areas</p> <ul style="list-style-type: none"> • Cursive Writing Consumables, 2–5 • Math Consumables, K–8 • Science Consumables, K–5 • Social Studies Consumables, K–5
DATES AND DEADLINES	AREAS FOR DISTRICT SELECTION AND PRE-ORDER
<p>April 3, 2017 — District Selections In February, districts will be provided with the link for reporting selections for all areas listed.</p> <p>April 10–25, 2017 — Pre-Order In March, ordering guidelines for the April Pre-Order will be provided to district instructional materials coordinators as well as posted on the web at http://ed.sc.gov/finance/instructional-materials/.</p>	<p>NEW MATERIALS FOR FY 2017–18 (FUNDING PENDING)</p> <p>Academic Areas</p> <ul style="list-style-type: none"> • Science, 6–8 includes kits • Foundations in Algebra and Intermediate Algebra, 9–12 (replaces Math for the Technologies 1, 2) • Advanced Placement (AP) Chemistry • International Baccalaureate (IB) for Chemistry • AP English Language and Composition • AP English Literature and Composition • AP European History • AP Physics 1, 2 • AP Physics C: Mechanics or Electricity and Magnetism • IB Physics • AP World History <p>Career and Technology Education Areas</p> <p>To Be Determined</p>
<p>May 1–June 30, 2017</p>	<p>School Inventory of Instructional Materials</p>
<p>Beginning June 1, 2017</p>	<p>Orders to Maintain Existing Adoptions for School Year 2017–18</p>