Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Purpose
To establish a consistent and transparent process for reviewing, evaluating, and selecting books for academic, extracurricular, and library purposes.

Objectives
- Ensure alignment with curriculum standards and educational goals.
- Promote inclusivity, diversity, and age-appropriate content.
- Select high-quality resources that support differentiated learning and critical thinking.
- Regularly update resources to maintain relevance and accuracy.

Scope of Policy

This policy applies to the review and selection of textbooks, library books, and supplementary reading materials for students, faculty, and staff.

Responsibilities

3.1 Review Committee

- A designated team comprising:
  - Subject matter experts
  - Teachers from relevant grade levels
  - Curriculum coordinators
  - Librarian or media specialist
  - Inclusion and G&T specialists (when applicable)
- The committee is responsible for evaluating books and recommending selections to school leadership.

3.2 Leadership Team

- The Senior Leadership Team (SLT) will review recommendations and approve final selections.

Review Process

4.1 Identification of Needs

- Conduct an annual needs assessment to determine gaps in current book collections.
- Solicit input from teachers, students, and parents to identify required topics or genres.

4.2 Book Submission

- Invite publishers, vendors, and staff to submit book recommendations.
- Submissions must include:
  - Title and author
  - ISBN
  - Sample copy or preview link
  - Detailed synopsis and target audience

4.3 Evaluation Criteria

Books will be reviewed based on the following criteria:

1. **Content Relevance:** Alignment with curriculum standards and educational outcomes.
2. **Accuracy:** Up-to-date information and absence of factual errors.
3. **Age Appropriateness:** Suitability for the intended grade level.
4. **Diversity and Inclusion:** Representation of various perspectives, cultures, and experiences.
5. **Language Quality:** Clarity, readability, and engagement.
6. **Design and Usability:** Visual appeal, layout, and organization.
7. **Support for Learning:** Availability of additional resources (e.g., teacher guides, digital content).
8. **Cost-Effectiveness:** Value for money and sustainability.

4.4 Review Methods

- Use a standardized Book Review Form to document findings.
- Pilot selected books in classrooms when necessary to evaluate effectiveness.

4.5 Feedback and Decision-Making

- Collate reviewer feedback into a consolidated report.
- The Review Committee will present the report to the SLT with recommendations.

5. Special Considerations

5.1 Controversial Content

- Any book flagged for potentially sensitive or controversial content will undergo an additional review.
- Decisions will consider educational value, parental feedback, and the school's core values.

5.2 Supporting Students of Determination (SOD)

- Ensure books provide differentiated learning opportunities and resources for diverse needs.

5.3 Updates and Replacements

- Conduct biannual reviews to remove outdated or damaged books and introduce new selections.

6. Approval and Implementation

- Approved books will be documented in a master list, updated annually.
- Teachers and librarians will receive orientation on using newly adopted materials.

7. Policy Review

This policy will be reviewed every two years to ensure its continued relevance and alignment with educational goals.

8. Communication

The Book Review Policy will be shared with staff, parents, and stakeholders through school newsletters, meetings, and the school website.

Linked Policies

This Book Review Policy is interconnected with several other ICS and ADEK policies, which collectively ensure a comprehensive approach to student education and school operations. These linked policies include:

- Assessment Policy
- Inclusion Policy
- Academic Support Policy
- Curriculum Policy

Textbook Review Form

Section 1: Basic Information

- **Title of the Textbook: _____**
- **Author(s): _____**
- **Publisher: _____**
- **Edition/Year: _____**
- **Grade Level: _____**
- **Subject: _____**
- **Reviewer Name: _____**
- **Review Date: _____**

Section 2: Content Quality

1. **Does the textbook align with curriculum standards?**
   - **Yes**
   - **Partially**
   - **No**

     Comments: _____
2. **Are the concepts accurate and up-to-date?**
   - **Yes**
   - **Partially**
   - **No**

     Comments: _____
3. **Is the information presented in a logical and coherent manner?**
   - **Yes**
   - **Partially**
   - **No**

     Comments: _____
4. **Are the examples and case studies relevant and relatable?**
   - **Yes**
   - **Partially**
   - **No**

     Comments: _____

Section 3: Design and Usability

5. Is the layout appealing and easy to navigate?

- **Yes**
- **Partially**
- **No**

  Comments: _____

6. **Are visuals (images, charts, graphs) effective in enhancing understanding?**
   - **Yes**
   - **Partially**
   - **No**

     Comments: _____
7. **Is the font size and type readable?**
   - **Yes**
   - **Partially**

- No

Comments: _____

Section 4: Support for Differentiation

8. Does the textbook provide support for diverse learners (e.g., differentiated activities, scaffolding)?

- **Yes**
- **Partially**
- **No**

Comments: _____

9. **Are there resources for further exploration (e.g., digital tools, references)?**
    - **Yes**
    - **Partially**
    - **No**

Comments: _____

Section 5: Overall Recommendation

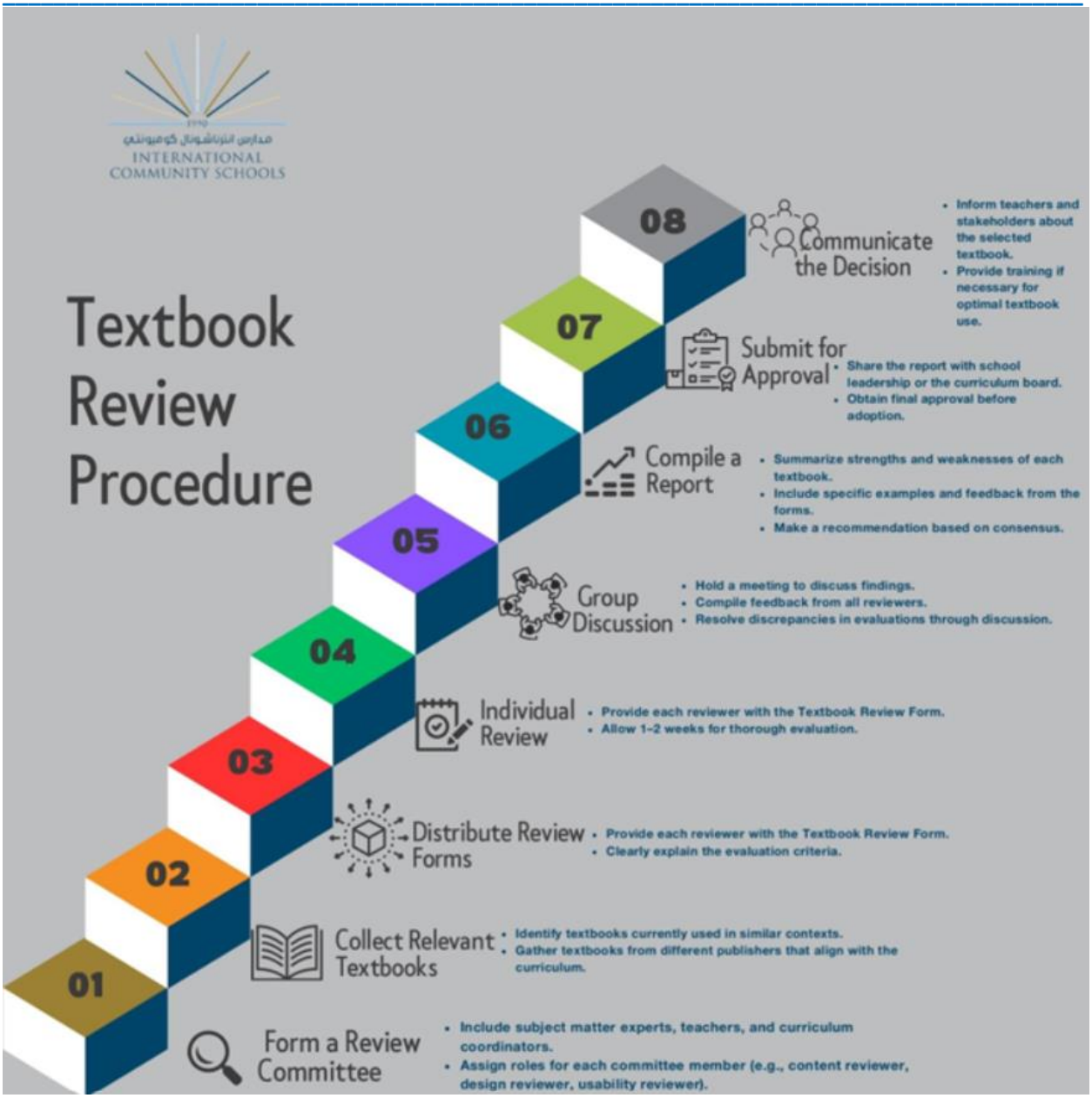
10. Would you recommend this textbook for adoption?

- [ ] Yes

- [ ] No

- [ ] With reservations (Explain below)

Comments: _____


INTERNATIONAL COMMUNITY SCHOOLS
Textbook Review Procedure
08
Communicate the Decision
Inform teachers and stakeholders about the selected textbook.
Provide training if necessary for optimal textbook use.
07
Submit for Approval
Share the report with school leadership or the curriculum board.
Obtain final approval before adoption.
06
Compile a Report
Summarize strengths and weaknesses of each textbook.
Include specific examples and feedback from the forms.
Make a recommendation based on consensus.
05
Group Discussion
Hold a meeting to discuss findings.
Compile feedback from all reviewers.
Resolve discrepancies in evaluations through discussion.
04
Individual Review
Provide each reviewer with the Textbook Review Form.
Allow 1-2 weeks for thorough evaluation.
03
Distribute Review Forms
Provide each reviewer with the Textbook Review Form.
Clearly explain the evaluation criteria.
02
Collect Relevant Textbooks
Identify textbooks currently used in similar contexts.
Gather textbooks from different publishers that align with the curriculum.
01
Form a Review Committee
Include subject matter experts, teachers, and curriculum coordinators.
Assign roles for each committee member (e.g., content reviewer, design reviewer, usability reviewer).