

## TEXTBOOK and INSTRUCTIONAL RESOURCES ADOPTION POLICY

### **Textbook/Instructional Materials Adoption Process**

Pleasants County Schools is responsible for initiating and facilitating the instructional resources adoption process in a collaborative manner involving representatives from each school. The designated committee will recommend basic instructional resources that will accommodate diverse levels of learning incorporated with appropriate rigor and relevance aligning to the adopted WVDE standards and objectives. This process will be used to adopt primary instructional resources.

The State Board of Education has classified into six (6) related subject groups the elementary and secondary school subjects to be taught in all WV schools. County adoptions shall be made on a six (6) year adoption list. A copy of the Groupings for Textbook Adoption is available at the Board of Education Office and at each school.

### **The Selection Committee and Functions**

The Director of Curriculum and Instructions will establish standing textbook committees for each subject area grouping and shall be annually approved by the Board. Considerations for the selection to the textbook committee will include: subject and/or instructional level, multiethnic, multi-cultural diversification, geographic representations, and professional experience. The Director of Curriculum and Instruction will determine the number of committee members, the number of meetings to be held after normal work hours and the amount of compensation for committee members. All members will receive an orientation which will include a review of the state and county textbook adoptions policies, current research related to the subject matter under consideration, and examination of the current program of study, and a review of the district criteria for instructional resources selection.

The appropriate textbook committee will assume responsibility for reviewing textbooks and related materials from the State approved list, and recommending their choice(s) to the Superintendent. The process for reviewing instructional resources to ensure the resources meet the non-negotiable requirements established by the state board and cover no less than eighty percent of the required content and skills for a subject as approved by the state board: Provided, that a county board may rely on an instructional material review completed by the state department of education to fulfill this requirement; all recommended textbooks shall be placed on display for public review and comment for a period of two (2) weeks prior to Board approval.

### **Guidelines for Textbook Selection**

Pleasants County Schools will comply with the State of West Virginia regulations for textbook adoption. The adoption period for textbook selection shall be as established by the West Virginia Department of Education. All committee members will be required to adhere to ethical procedures in regard to textbook publishers and their representatives. The names of members shall not be made available to publishers and their representatives and members shall not make

themselves available to publishers and their representatives in any way that could be construed as a conflict of interest during the entire selection process. Formal textbook presentations may be held at the discretion of the Director of Curriculum and Instruction and the selection committee.

### **Instructional Resources Review and Implementation**

□ All resources on the West Virginia List of Registered Vendors of Instructional Resources will be considered. The Director of Curriculum and Instruction is responsible for contacting the vendors/publishers for samples of instructional resources and to ask questions. Committee members may not work directly with publishers. The county textbook committee may consider state instructional resource review results. The county will not require, though it is preferred, for a publisher to have the state review the instructional resources in order to be considered for the county adoption. An electronic device will be provided for each student to access the instructional resources. The Technology Integration Coordinator will be responsible for ensuring the digital or online instructional resources will work with the county available/provided technology. □ The Director of Curriculum and Instruction will purchase the county selection of instructional resources. The vendor/publisher will be required to sign a contract with the county to ensure the resources will be available for the length of the adoption cycle and that the price will not increase during that time. A book depository will not be required to be used when placing an order for instructional resources. The Director of Curriculum and Instruction will work with publishers/vendors to offer professional development opportunities on the newly adopted instructional resources to be provided to teachers/staff.

By May 1 of the year preceding the designated subject area grouping, the Board of Education shall, upon the recommendation of the Superintendent, adopt a textbook series for each grade level, to be used as the official text. The Director of Curriculum and Instruction will report the instructional resources adopted to the state board of education.

The county board shall furnish, free of charge, the necessary instructional resources to the students attending the public schools in that county. A county board that chooses to furnish electronic instructional resources to its students shall provide reasonable access to the electronic resources and necessary computer equipment to students required to complete homework assignments that require using the resources and equipment and to teachers providing these homework assignments. All instructional resources furnished as provided in this section shall be the property of the county board and loaned to students on terms as each board prescribes.

### **Budget Policies**

Expenditures for textbooks will be established according to enrollment in the various subject areas.

Textbooks will be provided for each student in required subject areas unless Director of Curriculum and Instruction recommends an alternative plan for the distribution of textbooks.

The regular budget will have a line item to cover the purchase of textbook-related materials. Purchase of these materials will be possible through apportionment of the established per pupil expenditures in a subject area.

Special courses and/or non-adopted electives requiring the purchase of textbooks and related materials must be submitted to the supervisor of curriculum for approval.

Supplemental materials recommended by the Textbook Committees, but not furnished by the school system, may be purchased by individual schools.

Following a textbook adoption, schools will be responsible for keeping all out-of-adoption textbooks in the related subject areas until they have received the newly adopted textbooks. After schools receive the newly adopted textbooks, they will be advised as to how the books are to be discarded and or sold.

Student textbooks recommended for adoption will be publicly displayed during a regular meeting of the Board prior to adoption.

Textbooks shall be provided for all students free of cost to parents, except for college courses at the secondary level.

Legal guardian/parent may be assessed a fair and equitable amount for textbooks that are lost and/or damaged.

Adopted: February 9, 2017

Revised: January 23, 2020

Reviewed: March 25, 2021

REFERENCE: School Laws of WV 18-2A-5, 18-2A-1, 18-2A-10; State Board Policy 2445.40 - Groupings for Textbook Adoption for Early

Childhood Education, Middle Childhood Education, and Adolescent Education