

## **Policy 250 – Adoption of Instructional Resources**

### **Revised policy effective upon passage**

*1<sup>st</sup> reading*      December 19, 2019

*2<sup>nd</sup> reading*

*3<sup>rd</sup> reading*

**Statutory authority**      West Virginia Code 18-2A

### **Administrative Guidelines**

- i.      Adoption of Primary Instructional Materials
- ii.     Selection of Supplemental Instructional Materials
- iii.    Review and Maintenance of Instructional Materials

"Instructional Resources" include print materials, electronic-resources and systems, or combinations of such instructional resources and kit-based instructional materials which convey information to the student.

It is the legal responsibility of the Board of Education to approve all instructional resources used as the primary sources to deliver the instructional goals for State required courses and report such approved resources to the West Virginia Board of Education. The Board shall select additional instructional resources, including virtual/online resources that will be used to provide opportunities for credit recovery, pursuant to West Virginia Code 18-2A and West Virginia Board of Education policies.

Software, print and electronic magazines, print and electronic newspapers, and other print and electronic periodicals and other licensed or subscription-based instructional resources may be purchased by the Board for classroom use to supplement those items without having to comply with the adoption procedures established in WV Code 18-2A.

If the Board adopts electronic instructional resources, it shall require equity of access for all students at school and shall have a plan to provide equity of access at home if necessary through alternate avenues including, but not limited to, print, software, and hardware support.

### *Disposition of and Request for Samples*

Sample items submitted to the Board remain the property of the vendor submitting them if claimed within thirty ~~(30)~~ days after instructional materials have been formally adopted. Unclaimed items may be distributed free of charge by the Board to any school, library or individual who may have need for the sample items.

Vendors claiming samples within the thirty ~~(30)~~ day period shall notify the Board at the time samples are submitted for study of their intent to recall the samples. All costs shall be borne by the vendors.

The County Instructional Resource Adoption Committee is entitled to request or receive no more than eight ~~(8)~~ free samples of any multigrade program being considered for adoption. Any single grade level subject area items used above grade six shall be limited to five ~~(5)~~ free samples per County Selection Committee. Any individual requesting samples in excess of these limits shall be billed by the vendor at the lowest wholesale price plus shipping.

### *County Instructional Resource Adoption Committees*

Each County Instructional Resource Adoption Committee shall be comprised of the following:

- A. Superintendent or designee

- B. at least one (1) representative from each school at which the resources will be used
- C. other appointments by the Superintendent or designee

County Instructional Resource Adoption Committees shall review only those resources from vendors properly registered on the West Virginia List of Registered Vendors of Instructional Resources. Additionally, committees shall review only those resources that have been reviewed by the West Virginia Department of Education and verified to meet minimum criteria as defined in WVBE Policy 2445.40 unless a committee has itself conducted such a review of proposed materials and verified that such materials meet the same minimum criteria.

After reviewing eligible materials, each committee shall by majority vote of all members recommend resources to the Superintendent for adoption. The Superintendent shall consider such recommendation when making a final recommendation to the Board for the adoption of resources.

A separate committee shall be convened to consider resources in each subject area or field of study designated in the WVBE Policy 2445.40 in the year prior to that area or field's scheduled adoption period. Additionally, the Superintendent may convene an additional committee(s) to consider subject area(s) or field(s) of study eligible for off-cycle adoption.

#### *Cost of Instructional Resources and Other Instructional Materials*

It is the legal responsibility of the Board to provide the duly adopted, required instructional resources and items that are integral and fundamental part of the elementary and secondary education to students who are enrolled in the County free of charge. Those items "integral and fundamental" include basic paper, writing implements and computers, and other basic items that a student must have in order to participate in the curriculum. Items such as backpacks, tissues, baggies, hand sanitizer, specialized binders and folders are not considered "integral and fundamental". Instructional resources may be in a printed and bound or electronic format. An "electronic instructional resource" is defined as computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, on-line service, electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means.

It is acceptable for schools and teachers to request that students purchase their own equipment for performance-based classes such as band, orchestra, dance, theater, and choir. However, if a student cannot afford to buy items such as instruments and costumes, the Board shall have in place a plan to allow the student to fully participate in the class. No child shall be denied participation in any curricular offering or otherwise penalized because his/her parents' or guardians' inability to pay.

A list of all approved instructional resources shall be maintained by the Superintendent and made available for the use of the professional staff.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional materials and equipment. In addition, s/he shall periodically provide for a systematic review, by the Board, of available educational resources in order to assure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.

Students shall be held responsible for the cost of replacing any materials or property which are lost or damaged through their negligence.

Costs may be charged for materials used in those activities which are beyond the basic, required curriculum and in which a student elects to participate, particularly in shop activities where the product becomes the property of the student.