

## TEXTBOOK ADOPTION POLICY

**Scope.** This policy establishes the procedures for review, selection, and adoption of instructional resources to be used in the McDowell County Schools.

**Authority.** W.Va. Code §18-2A-1 et. seq.; State Board Policy 2445.40

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

McDowell County Schools is responsible for initiating and facilitating the textbook/instructional materials adoption process. This process is a collaborative effort involving representatives from the school system and school community. Designated committees will recommend basic textbooks and/or instructional materials that will accommodate varying levels of understanding, difficulty, and rates of learning. The adoption period will be based on the fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>), and, unless otherwise noted, is established for six (6) years. If otherwise noted, the adoption period will be defined by years and groups.

“Instructional Resources” include print materials, electronic resources, or combination of such instructional resources and kit-based materials used to convey information to students that cover no less than 80% of the required content and skills approved by the WVBE for subjects taught in the public schools of the state.

McDowell County Schools will consider for adoption only the resources on the West Virginia List of Registered Vendors of Instructional Resources. The textbook selection committee will use the review results provided by the WVDE committee of educators. The instructional resources adopted shall meet a minimum of 100% of the non-negotiable criteria, 80% of the general criteria, and 80% of the specific criteria.

The Central Office administration in charge of textbook adoption will establish a Textbook Adoption Committee based on the following considerations: subject and/or instructional level, multi-ethnic and multi-cultural diversification, geographic representation, professional experience, and membership rotation. The Central Office Administrators in charge of the textbook adoption process will determine the number of committee members, the number of meetings to be held, and the amount of compensation for committee members, based the particular adoption

All committee members will receive an orientation which will include a review of the state and county textbook adoption policies, current research related to the subject matter under consideration, an examination of the current program of studies, and a review of the McDowell County criteria for textbook selection. The committee will meet after regular school hours to review resources available for adoption. Formal textbook presentations may be held at the discretion of the coordinator and selection committee. Formal textbook hearings should be limited to the major textbooks under consideration.

The Textbook Adoption Committee will evaluate all textbooks and related materials submitted for consideration based upon the established criteria for textbook selection. The evaluation will be based upon the content and academic value of the text. After the evaluations, the committee will vote on the final recommendations. The Textbook Adoption Committee will prepare a written

rationale for each recommendation and submit final recommendations to the superintendent and the Board of Education. These recommendations will be presented to the board at a regular meeting not later than May 1 of the year following that in which the multiple list for the group was made and approved, select from the state reviewed instructional resources one or more resources to deliver instruction. The County Board of Education, at a properly noticed meeting, will determine by a majority vote of all members elected which instructional resources shall be required in the McDowell County Schools.

The Central Office Administrators in charge to textbook adoption will also report the instructional resources adopted to the state department of education after the board approval of the instructional resources. The McDowell County Schools Board of Education will also provide an annual report of the instructional materials adopted to the state board of education.

Teachers and staff affected by the textbook adoption will receive professional learning on the newly adopted instructional materials at the start of the school year.

All McDowell County personnel will be required to adhere to ethical procedures in regard to textbook publishers and their representatives. Names of committee members shall not be made available to publishers and their representatives. McDowell County personnel 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. (W.Va. Code §18-2A-9).

The Central Office Administrators in charge of textbook adoption will submit to the Office of Purchasing a list of support materials, including teachers' editions and ancillaries that are offered at no charge for the initial year of the adoption. Technology Coordinator will work with the vendors/publishers to ensure the digital/online instructional resources will work with technology available in McDowell County Schools.

McDowell County Schools will require the vendor/publisher of the adopted instructional materials to sign a contract to ensure the resources will be available for the length of the adoption cycle and that the price will not increase during that time.

### **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 the supervisor of curriculum 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 appropriate Central Office administrator for approval.

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

**Textbooks Out of Adoption**

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 return all previously adopted textbooks to the warehouse.

**Responsibility to the Public**

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

Adopted: March 25, 2014

Revised: January 6, 2020