

# KANAWHA COUNTY BOARD OF EDUCATION POLICY

## Instructional Materials and Resources Adoption

Series: I02

Reference: W.Va. Code §18-2a-1 et seq.; State Board Policy 2445.4

Issued: March 31, 1975

Revised: September 18, 1980; June 17, 1982;

February 17, 1983; April 21, 1983; July 19, 1984;

January 4, 2010; March 6, 2017

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2.01 Instructional Materials and Resources Adoption Process. The Division of Curriculum and Instruction is responsible for initiating and facilitating the instructional materials and resources adoption process. This process is a collaborative effort involving representatives from the school system. Designated committees will recommend instructional materials and resources that will accommodate varying levels of understanding, difficulty, and rates of learning.

2.02 Instructional Materials and Resources Committee Members. Listed below are the procedures for identification and selection of Instructional Materials and Resources Committee members:

- (a) Subject area and/or general curriculum supervisors and/or curriculum specialists and/or lead teachers will serve as coordinators of the instructional materials and resources adoption process.
- (b) Two Committees will implement the instructional materials and resources adoption process: Elementary Curriculum Committee and/or Secondary Curriculum Committee.
- (c) The *Division of Curriculum and Instruction* will advertise positions for teachers to serve on the instructional materials and resource committee.
- (d) The Assistant Superintendent of Curriculum and Instruction will establish a committee to review all applications. Selection of committee members will be based on the following considerations: subject and/or instructional level, multi-ethnic and multi-cultural diversification, geographic representation, professional experience, and membership rotation.

2.03 Committee Functions. All committee members will receive an orientation which will include a review of the state and county instructional materials and resources adoption policies, current research and information

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related to the subject matter under consideration, an examination of the current program of studies, and a review of the Kanawha County criteria for instructional materials and resources selection. The appropriate curriculum specialist and/or lead teacher is responsible for the orientation process.

### 2.04 Elementary and/or Secondary Curriculum Committee

2.04.1 The Elementary and/or Secondary Curriculum Committee will evaluate all instructional materials and resources submitted for consideration based upon the established criteria for instructional materials and resources selection. The evaluation will be based upon the content and academic value of the materials and resources.

2.04.2 The Elementary and/or Secondary Curriculum Committee will prepare a written rationale for each recommendation and submit final recommendations to the superintendent and board. These recommendations will be presented to the board at a regular and/or curriculum board meeting.

2.04.3 Instructional materials and resources selection matters are to be kept in the strictest confidence.

### 2.05 Guidelines for Instructional Materials and Resources Selection.

2.05.1 The Kanawha County School system will comply with the State of West Virginia regulations for instructional materials and resources adoption. The adoption period for instructional materials and resource shall be established by the West Virginia Department of Education.

2.05.2. The West Virginia Content Standards will serve as the basis for the instructional materials and resources selection process.

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2.05.3 All Kanawha County personnel will be required to adhere to ethical procedures in regard to instructional materials and resources publishers and their representatives.

2.05.3.1 Names of committee members shall not be made available to publishers and their representatives.

2.05.3.2 Kanawha 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.V. Code § 18-2A-9).

2.05.3.3 Formal instructional materials and resources presentations may be held at the discretion of the coordinator and the committee. Formal instructional materials and resources hearing should be limited to the major instructional materials and resources under consideration.

2.05.3.4 The Curriculum - Area Specialist and/or lead teachers 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.

2.05.4 The Director of Purchasing and Supply Management will establish with publishing companies policies concerning contractual arrangements, deliveries, ratio of teachers' resources, and other matters of inventory.

### 2.06 Budget Policies

2.06.1 Expenditures for instructional materials and resources will be established according to enrollment in the various subject areas.

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2.06.2 Instructional materials and resources will be provided for each student in required subject areas unless the Division of Curriculum and Instruction recommends an alternative plan for the distribution of instructional materials and resources.

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

2.07 Instructional Materials and Resources Out of Adoption. Following an adoption schools will be responsible for keeping all out-of-adoption instructional materials and resources in the related subject areas until they have received the newly adopted instructional materials and resources. After schools receive the newly adopted instructional materials and resources, they will return all previously adopted instructional materials and resources to the warehouse.

2.08 Responsibility To The Public. Instructional materials and resources recommended for adoption will be publicly displayed in a minimum of two selected areas of the county following the first reading by the board.

2.09 Selection of Committee Members. The Assistant Superintendent for Curriculum and Instruction, along with the appropriate curriculum specialists and/or lead teacher, will determine the number of committee members, the number of meetings to be held, and the amount of compensation for committee members, based on the particular adoption.