

**Barbour County Schools**

**Primary Instructional Materials Adoption**

- 1.0 Purpose.** The purpose of the primary instructional materials policy is to establish the procedures for educators to follow for the review, selection, and adoption of the primary instructional resources to be used in Barbour County Schools (BCS). Further, the procedures established will ensure that State Code, West Virginia Board of Education (WVBE) Policies and Barbour County Procedures are followed so that the instructional materials that are selected meet the needs of students, educators, and the community.
- 2.0 Responsibility.** Barbour County Schools shall furnish free of charge the necessary instructional resources to students. Electronic instructional resources and computer equipment necessary for students to complete assignments shall be provided as needed. All instructional resources furnished as provided in this section shall be the property of Barbour County Schools and loaned to students and teachers on terms as the Board has prescribed.
- 2.1** The primary instructional resources must meet 100% of the non-negotiable requirements established by the WVBE and cover no less than 80% of the general criteria and 80% of the specific criteria for a subject as approved by the WVBE. BCS may rely on the instructional material review completed by the West Virginia Department of Education (WVDE) to fulfill this requirement.
- 2.2** The Procedures that Barbour County School will follow to adopt instructional materials are outlined in Barbour County Policy 7620.P.
- 2.3** At a properly noticed meeting, the Barbour County Board of Education's will vote to approve instructional materials that are being recommended by the instructional materials adoption committee.
- 2.4** BCS will provide an annual report of the instructional resources adopted to the WVBE.
- 3.0** This policy does not apply to the purchase of supplementary instructional resources, including, but not limited to, reading books, library books, reference books, or other supplementary instructional resources.
- 4.0** A county board member or employee may not act as sales agent or benefit personally by sales, either directly or indirectly, for any person, firm, or corporation that files an instructional resources statement with the State Superintendent.
- 5.0 Authority.** W.Va. Code §18-2A-1 et. seq.; State Board Policy 2445.40.

**Adopted:** 01/27/20

See Procedure 7620.P

**Procedures: 7620.P**

**Barbour County Schools**

**Primary Instructional Materials Adoption Procedures**

1. There will be a consistent process for adopting primary instructional materials, both printed and electronic, that will be the primary materials utilized for instructional purposes.
2. The Chair of the adoption committee will be the Director of Curriculum and Instruction or designee. The duties of the Chair shall consist of the following:
  - 2.1 By December 15<sup>th</sup>, the Chair shall initiate the formation of the adoption committee by requesting that principals nominate teacher(s) from their school that instruct the subject for which materials are being adopted. All schools are to be represented.
  - 2.2 The Chair shall request from vendors the samples that are to be reviewed in January.
  - 2.3 The Chair will train the committee on the adoption process, the criteria used for evaluation, and the ethics laws in regards to instructional resource review and evaluation.
  - 2.4 The Chair shall provide to the committee the reviews of the materials completed by the WVDE and/or provide the forms for materials review to ensure that the criteria listed below in 4.1-4.3 are met.
  - 2.5 The Chair, in coordination with the Director of Technology, will ensure that software/technology being adopted is compatible with county technology resources.
  - 2.6 The Chair will coordinate professional development with the vendor to provide training for staff on newly adopted instructional resources as needed.
  - 2.7 The Chair is responsible for the purchase of instructional materials and coordinating available funds to meet all of the needs of the instructional program.
  - 2.8 The Chair will submit the recommendation to the Board of the committee the materials being recommended for adoption in May.
  - 2.9 The Chair will submit a report to the WVBE of the materials adopted by the committee by June 1<sup>st</sup>.
3. The composition of the adoption committee shall consist of teachers of the subject area as recommended by the principal of each school.
4. The duties and responsibilities of the adoption committee shall consist of the following:
  - 4.1 Ensure that the primary instructional resources meet the equity, accessibility, and format requirements of inter-ethnic, equal opportunity, format, bias, and freedom from reference to

Common Core State Standards (per WV Code §18-2E-1b-1). All primary instructional resources must meet 100% of the Non-Negotiable Criteria.

4.2 Ensure that 80% of the General Criteria standards are met. General Criteria consist of: thinking and problem-solving skills, information and communication skills, personal and workplace productivity skills, developmentally appropriate instructional resources and strategies, career development and global citizenship, assessments, organization, presentation, and format.

4.3 Ensure that 80% of the Specific Criteria standards are met. Specific Criteria consists of the current WV College- and- Career-Readiness Standards for a given content area. The committee may elect to utilize the WVDE review results for 4.1 through 4.3.

5. The adoption committee will agree by consensus of the committee what materials will be recommended to the Board to be approved for adoption. If no consensus can be reached, then a majority vote of the membership of the adoption committee will determine which material is selected.
6. Committee members are prohibited from working directly with vendors/publishers.