

TEXTBOOK ADOPTION / PROVISION OF FREE TEXTBOOKS

Textbook/ Instructional Materials Adoption Process

Pleasants 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 Selection Committee

The Director of Curriculum and Instruction and/or designee 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 Director of Curriculum and Instruction, will determine the number of committee members, the number of meetings to be held and the amount of compensation for committee members.

Committee Functions

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 district criteria for textbook selection

Curriculum Study Committee

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.

West Virginia Code §18-2A-5 states “the county board shall, upon recommendation of the county superintendent with the aid of a committee of teachers and 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 multiple list one or more resources to deliver instruction.”

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 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.

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).

Formal textbook presentations may be held at the discretion of the Director of Curriculum and Instruction and

selection committee. Formal textbook presentations should be limited to the major textbooks under consideration.

The Director of Curriculum and Instruction 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.

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.

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 be advised as to how the books are to be discarded and or sold.

Responsibility to the Public

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

Provision of Free Textbooks

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

Assessment for Lost/Damaged Textbooks

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

Adopted: February 9, 2017