

2001 – Instructional Material

1. Purpose

- 1.1. The Upshur County Board of Education shall adopt basal textbooks and/or electronic resources in accordance with §18-2A-1 and may supplement adoptions in accordance with its policy.

2. Responsibility

2.1. Instructional Materials Adoption Procedure

- 2.1.1. On instructional material adoption years, the county superintendent shall appoint an Instructional Materials Selection Committee to be composed of not more than fifteen (15) teachers, and one supervisor who shall be the committee chairperson, this shall take place prior to January 1 of the adoption year.
- 2.1.2. Sample materials will be made available or can be viewed online at each school and at the Board Office for citizen's review and comment during the adoption period. School newsletters, school and district websites, and the local media will be used to announce the availability of these materials to the public.
- 2.1.3. A vote of all teachers who will use the instructional materials will be taken and the instructional materials committee shall submit its recommendations for adoption to the superintendent. The recommendation will be submitted to the Board for its consideration prior to May 1. These materials, once adopted by the Board, shall serve as the exclusive basal instructional materials in the county for their respective curricular areas for the adoption period established by State Board Policy.
- 2.1.4. The superintendent shall submit to the state department of education such information pertaining to the adoption, properly certified by the president of the county board of education, in such form as shall be required by the state board of education.
- 2.1.5. Nothing in the above policy shall apply to the supplementary materials that may be needed from time to time.

3. Definition, Adoption Groups, Adoption Schedule

- 3.1. Refer to WVBE Policies 2445.40 and 2445.41

4. Procedures for Providing Textbooks and Learning Materials for Students

- 4.1. All students will be provided required instructional materials by the Upshur County Board of Education. All non-consumable materials will remain the property of the Upshur County Board of Education.
- 4.2. Parents and guardians may be held responsible for lost and/or damaged instructional materials provided by the Upshur County Board of Education.

5. Selection of Supplemental Instructional Materials

- 5.1. The Upshur County school system affirms its responsibility to select instructional materials that will implement, enrich, and support the educational program of its students. Such materials will provide for a wide range of abilities and will respect the diversity of different points of view. In the selection of instructional materials, principles based upon good judgment must be placed above personal opinion and reason above prejudice. To be sure that all learning materials are of the highest quality, all instructional materials shall be relevant to the curriculum/subject area of which they are a part. The following criteria will be applied by teachers as they select learning materials:

- 5.1.1. Learning resources will supplement and be consistent with the general educational course of the state and of the Upshur County Schools and with the aims and objectives of individual schools and specific courses.
 - 5.1.2. Learning resources will meet high standards of quality in factual content and mode of presentation.
 - 5.1.3. Learning resources will be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
 - 5.1.4. Visual format and appearance of learning materials will be suitable for their intended use.
 - 5.1.5. Learning resources will be designed to help students gain an awareness of our pluralistic society.
- 5.2. The board affirms that the responsibility for selection of supplementary learning materials, based upon these guidelines, must rest at the school level and must be within the province of the teaching staff. Teachers may select materials that will be used to supplement the adopted instructional materials in any course with the approval of the principal and the curriculum director. Teachers, particularly those at the middle school and high school levels who require works of fiction or non-fiction to be read as part of the program of instruction supplementary to the regularly adopted instructional materials shall submit to the principal, prior to September 1 of each year, a list of those required readings and a brief synopsis of the materials. Prior to the submission of such lists, all members of the department in which these materials are being taught shall meet and, by a majority vote of all members of the department, shall approve the lists prior to their submission. In the event that any work does not receive a majority vote of the department, it shall not be included as required reading material. If materials on the list approved by the department contain language or other content that would likely be objectionable to students or parents, the synopsis submitted to the principal should include a statement to that effect. This list will be available to students and parents upon request.
- 5.2.1. Parents have the right to object to the child's being required to read or to study any of this supplementary material. In the event that the parent objects to his/her child's studying such supplementary material, the parent will adhere to the following procedure:
- 5.2.1.1. The parent will meet with the teacher to discuss the questionable material. In most instances, the issue can be resolved at this level by the teacher and parent reaching a mutual agreement on an alternative assignment for the student.
 - 5.2.1.2. In the event that the issue cannot be resolved through an informal discussion between the teacher and the parent, the parent will file a written request for reconsideration of the material. (See Appendix A.) The material will be retained as part of the curriculum while the request for reconsideration is being reviewed.
 - 5.2.1.3. The request for reconsideration will be referred to the Principal. The Principal will communicate his/her finding to the teacher and the complainant within five working days of making a decision.
 - 5.2.1.4. Either the teacher or the parent may appeal the decision of the Principal to the county board of education. The board of education, after hearing all arguments and evidence offered by the complainant and the affected teacher, shall decide whether the curriculum materials at issue violate the standards set forth in this policy. If the board of education makes a determination that its policy is not being followed, it shall be the duty of the teacher to modify his/her curriculum to such extent necessary to come into compliance.

6. Authority

6.1 Source: West Virginia Code: §18-2A-1 through 9; §18-5A-6; §18-5-21; WVBE Policies 2445.40; 2445.41; 2445.4A.

7. Adopted

Revised 12/2/14