

<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 3 – CURRICULUM AND INSTRUCTION File: 3-27 Instructional Resources and Supplemental Materials and Equipment</p>	<p>Last Reviewed: 8-9-10 Next Review: 7-1-12</p>
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All primary instructional resources used in the school district shall be uniform county-wide, shall be recommended by the Superintendent and shall be adopted by the Board in accordance with regulations of the State Board of Education and legislative requirements.

Parents/guardians are required to complete and sign the instructional resources receipt form at the time resources are distributed. The parents/guardians of a student who loses or destroys an instructional resource belonging to the Preston County Board of Education shall be liable for the value of the replacement resource.

R 3-27-1 Instructional Resources and Learning Technologies Adoptions

All primary instructional resources used in the school district shall be uniform county-wide, shall be recommended by the Superintendent and shall be adopted by the school board in accordance with regulations of the State Board of Education.

"Instructional Resources" include print materials, electronic resources and systems, or any combinations of such instructional resources which convey information to the pupil.

The instructional resources may consist of a single resource, print or electronic, or a compilation of resources, print or electronic, that together cover the required criteria established for approval as a primary instructional resource. The resources may be updated or otherwise changed and improved on an ongoing basis to ensure that they are current and accurate.

If the Board selects an electronic instructional resource it may, subject to the approval by the State Board of its request to do so, choose not to renew that option before the end of the established contract period and select a new or different instructional resource from the official multiple listing before the end of the established contract period.

The vendor of an adopted electronic resource, after notice of explanation to the state board, may offer an update to the navigational features or management system, or both, related to the learning technology and may update the content of the learning technology as needed to accurately reflect current knowledge or information without charge. Vendor changes to the electronic resources may not require the purchase of a new operating system during the established contract period. Vendors shall continue to provide support for the version adopted.

Boards of Education adopting electronic instructional resources shall ensure equity of access for all students at school and shall have a plan to provide equity of access at home if necessary through alternate avenues including, but not limited to, print, software, and hardware support.

School personnel, with the approval of the Preston County Board of Education, may purchase software, print and electronic magazines, print and electronic newspapers and other print and electronic periodicals and other licensed or subscription-based instructional resources for supplemental classroom use. Supplemental materials do not have to be selected from the State Board approved list. They shall be

deemed to be instructional resources for purposes of special excess levies. The quantity and type of the instructional material and equipment required shall be determined by the size of the school, and the nature of the school program.

On or before July 1 of each year, the State Board of Education shall classify the elementary and secondary school subjects required to be taught in the schools into adoption groups by related subject fields as nearly as possible. A schedule for the periods of adoption, not to exceed six years, shall be determined by the state board. The county instructional resources selection committee may request a waiver of the six-year maximum adoption cycle from the State Board.

The Superintendent or his/her designee shall select an Instructional Resources Committee composed of teachers, principals, and a group of parental community members selected from the county LSIC's. The Instructional Resources Committee numbers shall not exceed 15 members and those members shall, not later than the first day of May of any adoption year, select from the State Multiple List one or series of instructional resources (print or electronic) for each subject and grade to be used as an exclusive instructional resource selection in the county's elementary and secondary schools

School curriculum teams shall make their curriculum and instructional needs known to the selection committee as part of the adoption process.

Vendors, upon request of the Superintendent's office, shall furnish the requested sample copies of items that were selected and placed on the State Multiple List. The adoption committee may not request or receive more than eight free samples of any multi-grade program being considered for adoption. In the case of electronic instructional resources, it is sufficient for vendors to provide access for the purpose of reviewing the resources via a web-hosted online format.

Free Items refers to any teacher resource materials necessary for the delivery of the program, except for the teacher's edition/manual. Any Board member or school employee who shall receive, solicit, or accept any gift, present or thing of value to influence that individual in the vote for the adoption of books, instructional materials or learning technologies instructional resources, print or electronic, or any combination thereof, shall be guilty of a felony and upon conviction will face severe penalties.

After the Board has adopted the basal instructional resources for use in the county, and not later than May 15, the Superintendent shall send to the State Board of Education a complete list of instructional resources properly certified by the president of the county board of education in such form as the State Board of Education shall prescribe.

(WVC §18-2A-1 through §18-2A-9 and SBP 2510; SBP 2445.40)

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R 3-27-2 Supplemental Materials and Equipment

The Preston County Board of Education shall annually set aside funds for the purchase and maintenance of instructional materials and equipment. The amount of funds available for distribution will be reviewed each year during the budget preparation process.

All instructional materials and equipment of the school system must be classified, catalogued, maintained and repaired according to approved procedures.

Constitutional Requirement to Provide Instructional Materials and Supplies

In 1995, the West Virginia Supreme Court of Appeals issued an opinion in the case of Randolph Bd. of Educ. v. Adams, 196 W.Va. 9, 467 S.E.2d 150 (1995). The case involved a challenge to the Randolph County Board of Education's imposition of a textbook user fee for non-needy school children. The Court concluded as follows:

“Whatever items are deemed necessary to accomplish the goals of a school system and are in fact an integral fundamental part of the elementary and secondary education must be provided free of charge to all students in order to comply with the constitutional mandate of a free school system pursuant to Section 1 of Article XII of the West Virginia Constitution.”

What Items are Necessary and Integral??

Aside from instructional resources, those items integral and fundamental to public education will include basic paper, basic writing utensils, and other basic items that a student must have in order to participate in a curricular offering. This list necessarily will vary from grade level to grade level and class to class and will ultimately have to be determined at the local level.

The Issue of School Supply Lists

As to the issue of supply lists, it is acceptable for teachers to provide parents with lists of items that they may wish to purchase for their own children. Lists of this nature will inform parents/guardians as to the developmentally correct supplies to buy (e.g., wide ruled paper as opposed to college ruled). Indeed, parents/guardians should be encouraged to participate in a child's education to the greatest extent possible as parental involvement is a key factor in student success at all ages. However, parents/guardians are not obligated to purchase the items on such supply lists, and no child shall be denied participation in school (or otherwise disciplined) if his or her parents/guardians choose not to purchase the items on these lists.

Performance-Based Classes

Owing to the unique nature of performance-based classes such as band, orchestra, dance, theatre, and choir, it is acceptable for teachers to request that students purchase their own equipment (such as instruments and costumes) and assume the costs of attending camps and festivals. However, no child shall be denied participation in a class because his or her parents/guardians cannot afford to do so. Counties and schools must develop contingency plans to accommodate students and families who do not have the financial means to make these purchases. For ease of communication, it is recommended that these plans be placed in writing and distributed to parents/guardians.

General Teaching Supplies and Library Resources

The Board shall annually determine an allocation for general teaching supplies and library resources which shall be distributed on a per-student basis. The school principal shall be responsible for the distribution of these funds to the various programs in his/her school.

Issuing Instructional Resources

Parents/guardians are required to complete and sign the instructional resources receipt form at the time resources are distributed.

The parents/guardians of a student who loses or destroys an instructional resource belonging to the Preston County Board of Education shall be liable for the value of the replacement resource.

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Adopted: August 23, 1999
Amended/Revised: August 9, 2010