



Instructional Materials & Textbook Policy

I. Purpose. This policy follows the requirements set forth in NMAC Chapter 22, Article 15, NMSA Title 6, Chapter 75, Part 2, and HB02 2020 Legislation.

II. Definitions:

- a. Culture: deep patterns of values, beliefs, practices and traditions that have been compiled and normalized over a period of time setting the standard for what is normal and expected.
- b. Linguistically Relevant Materials: instructional material that authentically and positively reflect the elements of culture such as language, customs and beliefs, traditions and norms.
- c. Instructional materials: school textbooks and other educational media that are used as the basis for instruction, including combinations of textbooks, learning kits, supplementary material and electronic media.
- d. Other classroom materials: materials other than textbooks that are used to support direct instruction to students.

III. Policy:

Coral Community Charter School uses a variety of curriculum materials including textbooks and other classroom materials as well as on-line and software materials. Textbooks may or may not be from the state adopted list. In all instances every Coral Community Charter School student will have access to all required textbooks and other instructional materials for each class that conform to curriculum requirements. These materials will be available in sufficient number to allow every student to take the textbook and other instructional materials home should this be required.

Textbooks and other classroom materials that are taken home are checked out/in through the school process using the school form. Administrative staff will record the book number checked out to each student. All materials will be made available free of charge to all students; however, students must return the book or other classroom material that has been checked out to them or pay the replacement cost for said book or other classroom material. If the cost of the lost book or material is not paid and the student disenrolls from the school, the student's grades will be withheld until payment in full is made or, in the case of indigent parents, other arrangements are made.

Textbooks and other classroom material will adhere to the requirements of HB02, 2020 Legislation, with regards to being Culturally and Linguistically relevant.

The Coral Community Charter School Governing Board will have no authority to prohibit citizens of the state from inspecting instructional material used in a public school.

I. Adoption Process

The instructional materials selection process of Coral Community Charter School shall identify the core program instructional materials selection for CCCS. The Curriculum and Instruction Committee of the School shall convene to review materials for each instructional area included in the adoption. The Committee shall include, but are not limited to:

- 1) Adequate representatives from each school level addressed in the adoption;
- 2) Staff that shall include the Special Education Director and English Language Learner Director; and
- 3) School experts in the content areas of adoption.

The Committee shall consider the following when selecting materials for recommendation for selection.

- 1) Alignment of instructional materials with the state content standards and the School curriculum.
- 2) The capacity of the instructional materials to meet the educational needs of the students typically served by the School.
- 3) When appropriate, the availability of intervention materials aligned to the core program materials; and
- 4) How the materials support K-12 articulation of instruction.

While the Committee is charged with recommending the most aligned and appropriate materials for the School, the Committee may take into consideration the allocated amount provided for instructional materials purchase.

The Committee shall help to ensure equity in publisher access to the Committee members and ensure that contacts with School staff follow state regulations around these contacts. Publishers shall not contact schools directly.

II. Field-Testing/Piloting or Complimentary Materials

All field-testing and piloting of instructional materials shall comply with state regulations regarding pilot testing materials. School personnel shall not accept complimentary materials once a publisher has been listed on the approved list for adoption by the New Mexico Public Education Department. The only exception to this regulation is the provision of review materials in reasonable quantities.

III. Public Review of Instructional Materials Considered for Adoption:

The School's Director of Curriculum shall maintain a display of sample instructional materials being considered for adoption. These materials shall be available for review on-site by public school personnel, parents/legal guardians and members of the community.

The Director of Curriculum shall publicize information concerning the review of instructional materials to school personnel and the community.

IV. Adoption of Instructional Materials:

The Director of Curriculum shall present the review process, information about committee membership, the final recommendations for the adoption and a plan to fully implement the instructional materials to the Head Administrator.

Once materials are approved, the School shall order materials, maintain a record of inventory, and manage their timely distribution to students.

V. Funding of Adopted Instructional Materials:

Instructional material funds are allocated as a special category of funds, provided by the New Mexico Public Education Department directly to the School solely for materials purchase. Any shortfall in this allocation may be made up by operational funds, but the instructional material funds shall not be used for any other purchase.

The purchase shall ensure that each student has appropriate instructional material for his/her personal use during their time in that class.

After the School purchase of the instructional materials any additional funds may be distributed to the schools for the replacement of instructional materials that are lost, destroyed, or stolen as well as for consumable materials.

Adopted by the Governance Council this day of September 29, 2020.