**Introduction:** These considerations are to be used for the county to develop their County Instructional Resource Adoption Policy.

**Timeline:** County needs to have the policy written by December 2019 and approved by their county Board of Education by January 2020.

**Per West Virginia Code §18-2A-10 (j):** Every county board shall adopt a policy regarding the adoption of instructional resources which shall include, at a minimum, the following:

(1) The process for reviewing instructional resources to ensure the resources meet the non-negotiable requirements established by the state board and cover no less than eighty percent of the required content and skills for a subject as approved by the state board: *Provided, That a county board may rely on an instructional material review completed by the state department of education to fulfill this requirement;*

(2) The composition, duties and responsibilities of the county’s instructional resource review committee;

(3) The process for recommending instructional resources that are proposed for adoption;

(4) At a properly noticed meeting, the county board shall determine by a majority vote of all members elected which instructional resources shall be required in the schools under its control; and

(5) The county board shall provide an annual report of the instructional resources adopted to the state board of education.

**References:** **West Virginia Code** [**§18-2A**](http://code.wvlegislature.gov/18-2A/)**, WVBE** [**Policy 2445.40**](http://wvde.state.wv.us/policies/policy.php?p=2445.40&alt=1)**, county policy template**

**Computer Instructional Resource Adoption Policy Template**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Board of Education**

Scope. This policy establishes the procedures for the review, selection, and adoption of instructional resources to be used in the county public schools.

Authority. W. Va. Code §18-2A-1 et. seq.; State Board Policy 2445.40

Effective Date. \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, 2019.

# Instructional Resources Adoption Process

* Name which person, office, department, or division is responsible for initiating and facilitating the county adoption process.
* Define the actual county process for the selection of instructional resources.
* Consider whether the county process for primary instructional resources and supplemental instructional resources will be the same or different.
* Will Open Educational Resources (OER) or county created be considered as primary instructional resources for county classrooms?
	+ If OER resources are being considered, will there be a committee to compile the resources, or will it be the responsibility of one person? Who?
	+ If the county decides to create their own instructional resources, who will be responsible for forming the committee to create, review, and evaluate the resources. Who makes the final decision that all of the criteria, standards, and skills are met?
* Name the person or position responsible for reporting the instructional resources adopted to the state board of education.
* Will the county allow for off-cycle resource adoption? If so, what is the county process?

# Instructional Resources Committee Members

* Define the composition of the county instructional resource committee (county level, school level).
* Define how the instructional resource committee will be selected.
* Determine whether the committees meet during regular work hours or after normal working hours.
* Define the process for training the instructional resource adoption committee on the county adoption process, the criteria used for evaluation, and the ethics laws in regards to instructional resource review and selection.
* Define the process for the committee to make their recommendations to the county board.

# Instructional Resources Review and Implementation

* Define which instructional resources will be reviewed.
	+ Will all resources on the *West Virginia List of Registered Vendors of Instructional Resources* be considered?
	+ Will only those that are totally digital be considered?
	+ Will only those that send samples be considered?
* Define who is responsible for contacting the vendors/publishers for samples of instructional resources or to ask questions.
* Decide whether the committee members are allowed to work directly with publishers.
* Decide whether the county committee required to consider, allowed to consider, or may not consider any state instructional resource review results.
* Decide whether the county will require a publisher to have the state review the instructional resources in order to be considered for the county adoption.
* Determine whether an electronic device will be provided for each student to access the instructional resources.
* Define who is responsible for ensuring the digital or online instructional resources will work with the county available/provided technology.
* Define the person, office, department or division responsible for purchasing the county selection of instructional resources.
* Decide whether the vendor/publisher will be required to sign a contract with the county to ensure the resources will be available for the length of the adoption cycle and that the price will not increase during that time.
* Determine if the county will require that a book depository be used when placing an order for instructional resources.
* Define the professional learning on the newly adopted instructional resources to be provided to the teachers/staff.