

## **CLAY COUNTY SCHOOLS INSTRUCTIONAL RESOURCES ADOPTION POLICY**

**Scope** This policy establishes the procedures for the review, selection, and adoption of instructional resources used in Clay County Schools.

**Authority** West Virginia Code §18-2A-10 (j) and WVBE Policy 2445.40

### **Effective Date**

#### **Instructional Resources General Adoption Process**

- To ensure the resources meet West Virginia State Board of Education requirements, the Clay County Schools Instructional Resources Review Committee will initially rely on the instructional review completed by the West Virginia Department of Education (WVDE).
- Clay County Schools prefers a publisher to have the state instructional resources review. If a resource was not reviewed by the WVDE, the Clay County Schools Instructional Resources Review Committee will review the instructional resource to ensure the resource meets the West Virginia Board of Education requirements.
- Supplementary instructional resources, including but not limited to, reading books, library books, reference books, and computer programs shall be ordered, received, examined, and paid for in the same manner and by the same persons as other supplies and equipment.
- Clay County Schools will not consider Open Educational Resources or county-created resources as primary instructional resources.
- Clay County Schools will not allow for off-cycle resource adoption.

#### **Instructional Resources Committee Members and Review Process**

- The Superintendent or his/her designee is responsible for initiating and facilitating the county adoption process.
- Throughout the review process, committee members will send staff questions to the Superintendent or his/her designee, who will be the only person working directly with publishers.
- The county instructional resource review committee, selected by school administrators in January and chaired by the Superintendent or his/her designee, will be composed of one primary and one intermediate representative from each elementary school, one middle school representative, and one high school representative.
- Each member of the county instructional resource review committee will facilitate school level instructional resource review committees open to teachers in that programmatic level who teach the content area being reviewed.
- The county level instructional resource review committee will meet both electronically and in-person during non-instructional times as well as after normal working hours if necessary.
- The school level instructional resource review committee will meet both electronically and in-person during non-instructional times in the school calendar.
- The instructional resources review committee will be trained on the county adoption process, the criteria used for evaluation, and the WVDE policies and WV State Code related to instructional resource review, selection, and ethics during the initial meeting of the committee either electronically or in-person in January.

- After an initial review of the instructional resources on the *West Virginia List of Registered Vendors of Instructional Resources* in February, the county instructional resources review committee will eliminate those not meeting the criteria and focus on the ones identified as best meeting the needs of students in Clay County Schools.
- The Superintendent or his/her designee is responsible for contacting the vendors/publishers and requesting one copy of each grade's print samples and log on credentials for digital resources be delivered to each school by March 1.
- The county instructional resource committee members will facilitate the school level review of the instructional resources during the month of March.
- After school level reviews, the county instructional resources review committee will come to consensus during the month of April. If consensus cannot be reached, then a majority vote of the instructional review committee will determine which resource is recommended. In the event of a tie, the Superintendent or his/her designee will cast the deciding vote.
- Once consensus is reached, the local school improvement council members and school families will be notified and copies of primary instructional materials will be displayed at each school for public review prior to submitting the committee's recommendations to the Superintendent. A link to the publisher's website and log on credentials will be posted on our county website along with a comment form. The public can leave written comments about the resources electronically or with the school where they are displayed.
- After the public review, the Superintendent or his/her designee will make the recommendations to the county board of education at their first meeting in May.
- The Superintendent or his/her designee is responsible for reporting the instructional resources adopted by the county board of education to the state board of education by June 1.

### **Instructional Resources Review and Implementation**

- The county instructional resources review committee will consider any state instructional resource review results.
- Clay County Schools will loan a print text or electronic device for each student enrolled in Clay County Schools to access the instructional resources.
- The Superintendent or his/her designee is responsible for ensuring the digital or online instructional resources will work with the county available/provided technology.
- The Superintendent or his/her designee will be responsible for purchasing the county selection of instructional resources.
- Publishers must ensure materials are available for the length of the adoption cycle and the price will not increase for that adoption cycle.
- Clay County Schools may purchase instructional resources from the vendor or through a depository at the registration price and have the resources shipped directly to the school(s).
- The Superintendent or his/her designee will schedule professional learning presented by the publisher for teachers/staff prior to the beginning of the school year. Subsequent professional learning will be presented by teachers using the adopted resource.

### **Adoption of Proposed Instructional Resources by Clay County Board of Education**

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.