

Calhoun County Board of Education

CHAPTER: Instruction
TITLE: Instructional Resource Adoption Policy

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

Instructional Resources Adoption Process

- Chief Operating Officer of Curriculum and Instruction, office, department, or division is responsible for initiating and facilitating the county adoption process.
- Calhoun County will have teachers in the subject that will be adopted review the instructional resources and provide a written review of the resources based on the state standards. The teacher committee will present their reviews to the Chief Operating Officer of Curriculum and Instruction who will provide an overview to the administration and other teachers.
- Calhoun County will follow the same procedure for primary instructional resources and supplemental instructional resources.
- Open Educational Resources (OER) or county created be as primary instructional resources for county classrooms will follow the same procedure as outlined above.
- The Chief Operating Officer of Curriculum will create ballots for all teachers to vote on the instructional resources. The building level administrator will be responsible for the voting in their buildings and provide all ballots and tally to the Chief Operating Officer of Curriculum and Instruction.
- The Chief Operating Officer of Curriculum and Instruction is responsible for reporting the instructional resources selected to the Superintendent. The Superintendent will place the recommended instructional resource on the board agenda to be approved.
- Chief Operating Officer of Curriculum and Instruction is responsible for reporting the instructional resources adopted to the state board of education.
- Calhoun County will follow the state recommended instructional resource adoption.

Instructional Resources Committee Members

- The Chief Operating Officer of Curriculum and Instruction will chair the instructional resource adoption committee which will consist of teachers from each curricular level as appropriate for the adoption.
- If appropriate each school will nominate two teachers to be on the committee. The nominated teacher's name will be given to the Chief Operating Officer of Curriculum.
- The Instructional Resources Adoption Committee will be provided training on the county adoption process, the criteria used for evaluation, and the ethics laws in regards to instructional resource review and selection.
- The Chief Operating Officer of Curriculum will create ballots for all teachers to vote on the instructional resources. The building level administrator will be responsible for the voting in their buildings and provide all ballots and tally to the Chief Operating Officer of Curriculum and Instruction. The Chief Operating Officer of Curriculum and Instruction is responsible for reporting the instructional resources selected to the Superintendent. The Superintendent will place the recommended instructional resource on the board agenda to be approved.

Instructional Resources Review and Implementation

- Calhoun County's Instructional Resource Adoption Committee will review all resources on the WV list of registered vendors of instructional resources.
- The Chief Operating Officer of Curriculum is responsible for contacting the vendors/publishers for samples of instructional resources or to ask questions.

Calhoun County Instructional Resource Adoption Committee will consider the following:

Decide whether the county committee required to consider, allowed to consider, or may not

- Consider any state instructional resource review results.
- Consider any publisher that has 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.
- The Chief Operating Officer of Curriculum is responsible for ensuring the digital or online instructional resources will work with the county available/provided technology.
- The Chief Operating Officer of Curriculum is responsible for purchasing the county selection of instructional resources.
- The Chief Operating Officer of Curriculum will require decide the vendor/publisher 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.
- Calhoun County will require that a book depository be used when placing an order for instructional resources.
- Calhoun County will require professional learning on the newly adopted instructional resources to be provided to the teachers/staff.

REFERENCE: SBP2423; W. Va. Code §18-2A-1 et. seq.; State Board Policy 2445.40
BOARD APPROVED: 12/16/19
ADOPTION DATE: 01/13/20
REVISED DATE: