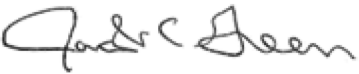




WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

ADEQUATE FACILITIES, TECHNOLOGY AND MATERIALS	Section	Programs and Services
	Number	4.6.1
	Effective Date	05-01-16
	Revision Date	07-01-16
	Revision No.	1
	Approval:	

1.0. PURPOSE:

High quality education programs require adequate and appropriate facilities, technology and materials. Procedures establish the requirements and process for insuring that adequate facilities, technology and materials are provided to WV Schools of Diversion and Transition (WVSDT).

2.0 APPLICABILITY:

Procedures are applicable to the WV Schools of Diversion and Transition and all Diversion and Transition Programs.

3.0 POLICY STATEMENT:

Diversion and Transition Programs located in all juvenile and adult facilities shall maintain adequate and appropriate facilities, technology, and materials.

4.0 DEFINITIONS:

None.

5.0 PROCEDURES:

- 5.1 The WVSDT and principals and lead teachers of Diversion and Transition Programs shall plan and evaluate educational facilities and equipment for facilities in accordance with State Board of Education Policy 6200: Planning of School Facilities.
- 5.2 Each Diversion and Transition Program's facility, technology and instructional material needs shall be expressed in its annual budget request.
- 5.3 The WVSDT reviews and approves each institution's annual budget plan for funding for technology instructional materials, supplies, and equipment via approval of the Strategic Plan for Diversion and Transition Programs.
- 5.4 The Superintendent of WVSDT reviews the appropriateness and approves all purchase requisitions for instructional materials, equipment, and technology.

- 5.5 The West Virginia Department of Education's Office of Data Management & Information Systems procures the state's computer hardware and software contracts for education and approves purchases for computer hardware and software for Diversion and Transition Programs to insure appropriateness of hardware and software and compatibility of equipment.
- 5.6 The adequacy of facilities, equipment, technology and instructional materials in Diversion and Transition Programs in adult state correctional facilities is monitored by the West Virginia Department of Education's Office of Technical & Adult Education.
- 5.7 The WVSDT establishes and maintains a State Technology Team for Diversion and Transition Programs to advise the Superintendent of WVSDT on technology needs, practices and purchases.
- 5.8 The WVSDT employs a full-time Manager of Technology.

6.0 **AUTHORITY**

- 6.1 State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs, Section 5, Implementation Procedures.*
- 6.2 State Board of Education Policy 6200: *Planning of School Facilities.*