

INSTRUCTION

Instructional Materials

A. Basic and Supplemental Materials

The Department of Teaching and Learning will make available for all administrative and instructional staff a list of basic and supplemental materials for use in each curricular area.

1. Basic materials are defined as those print and digital textbooks and materials embedded into the written curriculum which all schools must have to implement the educational program.
2. Supplemental materials are those items which each school has some choice in using and/or acquiring. These may include items which have been approved by the Department of Teaching and Learning for use in classrooms to meet the goals of the curriculum; however, inclusion of these materials is not essential to implementation of the basic curriculum.
3. Instructional staff will use both basic and supplemental materials, as provided by the Department of Teaching and Learning.

B. Addition and Deletion of Basic and Supplemental Materials

The Department of Teaching and Learning will develop a procedure for receiving suggestions for basic and supplemental materials to be added to or deleted from the curriculum.

1. Teaching and Learning staff will advise department chairs and teachers of the procedure and will review **red** requests as received.

C. Instructional Supplies and Materials

Each teacher will be provided materials for the approved curriculum. Building administrators request and access materials for teachers by contacting the Department of Teaching and Learning.

At the building level, procedures for teachers to secure available basic and supplemental materials will be established.

D. Teacher/staff member supplied supplemental materials.

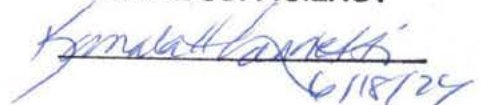
Teachers and other staff members who personally supply or acquire any supplemental materials for students to access or use are responsible for ensuring that such supplemental materials are compliant with applicable School Board policy or regulation, federal or state law, meet applicable safety or health requirements, and otherwise are appropriate for the age and developmental needs of students. Reading materials provided to students from teachers'/staff members' personal collections are considered instructional materials.

Approved by Superintendent: July 16, 1991
Revised by Superintendent: October 19, 1993
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APPROVED AS TO
LEGAL SUFFICIENCY



6/18/24