



Supplemental Instructional Materials Selection & Approval Process

One process and one form, from proposal through site review, CILT, Board action, and purchasing.

Draft revision • 2026-27

PURPOSE

Use this process when a resource is proposed as an ongoing or significant supplemental addition to an established course curriculum.

The intended instructional use — not purchase quantity alone — determines which approval pathway a resource follows.

First: determine which process applies

RESOURCE CATEGORY	WHAT IT IS	PATHWAY
Teacher-selected resource	Supports an individual lesson or learning objective within the adopted curriculum — articles, excerpts, primary sources, poems, clips, current-event resources, and similar materials.	Teacher professional judgment plus applicable district guidelines. Formal supplemental adoption is generally not required.
Pilot / limited trial	A resource being tried for a defined instructional purpose or evaluated for possible future adoption. This pathway does not apply to full-length or stand-alone literary works assigned to students.	Consult the site administrator as appropriate. If the resource is recommended for ongoing or significant course use, begin this supplemental process.
Supplemental instructional material	Intended as an ongoing or significant addition to the established course curriculum, but not the primary course resource.	Follow this Supplemental Instructional Materials Selection & Approval Process.
Core instructional material	Intended to serve as the primary instructional resource for a course or program.	Follow the Core Instructional Materials Adoption Process.

Additional review can still be required regardless of category — for example, digital and student-privacy review, copyright or licensing review, mature or sensitive content considerations, film and video permission, or other district procedures.

A NOTE ON QUANTITY

The number of copies or licenses may trigger purchasing or site-review requirements, but quantity alone does not determine whether a resource is a supplemental instructional material.

When to use this process

Begin this process when a proposed resource is intended to become an established supplemental resource for a course and one or more of the following applies:

- It represents a significant addition or change to the established course curriculum.
- It will be used regularly or across a substantial portion of a course, or it is a full-length or stand-alone literary work selected as an assigned instructional option.
- A teacher-selected or pilot resource is being recommended for ongoing or significant course use.
- A department, PLC, course team, site, or the district wants the resource formally available as an approved course resource.
- A new edition or substantially revised version of an approved supplemental resource is proposed.
- There is uncertainty about whether the resource has become an ongoing or significant addition to the established curriculum.

Special rule: full-length and stand-alone literary works

Full-length or stand-alone literary works selected by a teacher, department, or school as an assigned or prescribed part of planned classroom instruction must complete this process before purchase and instructional use. This includes whole-class texts, literature-circle and small-group texts, and curated lists of titles from which students are required to select — students having a choice among several titles does not remove the requirement when the teacher, department, or school selected or limited those options.

This process does not apply to:

- Student-selected independent reading, when students choose independently from a broader classroom, school library, public library, or personally available collection and are not limited to a teacher-created instructional list.
- Individual excerpts, poems, articles, primary sources, short-form texts, and similar teacher-selected resources used in support of the approved curriculum and consistent with district Professional Guidelines.
- Materials acquired solely for a school library collection under the district's library materials selection procedures.

OPERATIONAL TEST

If the teacher, department, or school selected the title as an instructional option, supplemental review is required. If the student independently selected the title from a broader collection, it is not.

Step 1 • Identify the need and consult

1. Teachers discuss the instructional need with the department chair or lead and determine whether the resource is teacher-selected, pilot or limited trial, supplemental, or core. Apply the full-length and stand-alone literary work rule above before using the pilot or teacher-selected pathway.
2. For a proposed supplemental material, begin the [Supplemental Materials Adoption & Approval Form](#) and provide the resource or a reviewable link. The same form follows the request through site and School Site Council review, CILT, Board action, and purchasing documentation.
3. If the resource is digital, complete the applicable Digital Materials Request process in addition to this curricular review.

Step 2 • Review and selection

1. Review the proposed resource against district selection criteria: curricular alignment; instructional purpose and value; quality, accuracy, and currency; age and developmental appropriateness; accessibility; perspective and context; copyright and licensing; and applicable law, Board Policy and Administrative Regulation, and district procedures.

2. For texts, use the district companion guidance for selecting instructional texts. For mature or sensitive content, video and media, controversial issues, or other specialized uses, follow the applicable Professional Guidelines and procedures.
3. Document the rationale, intended use, frequency and duration, course and grade level, scope of use, cost and licensing, accessibility considerations, content summary, and any additional review requirements on the form.

Step 3 • Formal approval

1. Complete the site review section of the form, including School Site Council approval when applicable under district procedure.
2. Following required site review, submit the recommendation to CILT for district curricular review.
3. If CILT recommends the resource, Educational Services advances it through the applicable Board approval and adoption process.
4. After final approval, add the resource to the RJUHSD Adopted Supplemental Materials list before it is treated as an established supplemental course resource.

Step 4 • Purchase, licensing, and inventory

1. After required approvals are complete, submit the purchase or license request with the completed form and supporting documentation.
2. For hard-copy materials, sites receive, inventory, and barcode materials as required before distribution. For digital materials, confirm licensing, access, privacy and security, and renewal responsibility before implementation.

One clarification worth repeating

Teacher-selected instructional resources do not automatically require Board adoption. Teachers routinely select articles, excerpts, poems, primary sources, short-form texts, clips, current-event resources, and similar materials to support individual lessons and learning objectives — subject to professional judgment, the adopted curriculum, Board Policy and Administrative Regulation, copyright requirements, and other district guidelines.

What does require this process: full-length or stand-alone literary works selected by a teacher, department, or school as assigned instructional options, including whole-class texts, literature-circle and small-group texts, and curated choice lists. Student-selected independent reading from a broader collection and materials acquired solely for a school library collection follow their own selection procedures.

Related RJUHSD resources

- [Supplemental Materials Adoption & Approval Form](#)
- [Professional Guidelines for Selecting Classroom Materials and Assignments](#)
- [Instructional Text Selection Guidance](#)
- [Digital Materials Request Form](#)
- [Core Instructional Materials Adoption Process](#)
- [BP/AR 6161.1](#) — Selection and Evaluation of Instructional Materials