

## **Policy 652 INSTRUCTIONAL MATERIALS SELECTION AND PRODUCTION**

### **I. PURPOSE**

The Northfield School District Board of Education requires that instructional materials be selected and produced in support of the school district's mission and instructional goals; as identified through the Program Improvement Process.

### **II. GENERAL STATEMENT**

The board delegates the responsibility for developing and managing a process for selection and production of instructional materials to the superintendent and their designees.

### **III. DEFINITION OF INSTRUCTIONAL MATERIALS**

In general, instructional materials are defined as those items that are read, listened to, viewed, observed, manipulated, or experienced by students as part of the instructional process. They may be consumable or nonconsumable and may vary greatly in the kind of student response they stimulate. Instructional materials include but are not limited to books, textbooks, teacher manuals, kits, games, computer software, electronic information resources, apparatuses, music, video, audio recordings, and other print and non-print materials.

### **IV. PURPOSES FOR SELECTION AND PRODUCTION OF MATERIALS**

The purposes for selection and production of materials is to provide:

- A. Core and supplementary materials which support and are consistent with the district's curriculum as well as the varied interests, abilities and maturity levels of the students, and align with state standards.
- B. A comprehensive set of media collection instructional materials representative of a broad array of knowledge, skills and attitudes.
- C. A comprehensive set of media collection instructional materials representative of varied gender, ethnic, cultural and religious groups.
- D. Core/supplementary and media collection instructional materials presenting multiple perspectives on issues.

The principal is responsible to ensure that instructional materials are used at the building in concordance with curricular goals and, if selected at the site, are developmentally appropriate for the students. This responsibility applies regardless of whether the materials are presented by teachers, parents, students, community members, guest speakers or other persons.

Board of Education  
INDEPENDENT SCHOOL DISTRICT NO. 659  
Northfield, Minnesota

***Legal Reference:*** Public Law 94-553 – copyright

***Cross References:*** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 644 (Community Resource Persons)