

Policy 652 - Instructional Materials Selection and Production

- I. General Statement:
The School Board requires that instructional materials be selected/produced in support of the district's mission, instructional goals, as identified through the Program Improvement Process (Policy 603 - Curriculum Development, Implementation and Delivery), and required program offerings (Policy 648 - Instructional Programs).
- II. Responsibility:
The School Board delegates the responsibility for developing and managing a process for selection/production of instructional materials to the Superintendent and his/her 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 non-consumable and may vary greatly in the kind of student response they stimulate. Instructional materials include but are not limited to: textbooks, teacher manuals, kits, games, computer software, electronic information resources, apparatus, media collection of books, films, filmstrips, records, tapes, slides, CDs, DVDs, microfilms, and other print and non-print materials.
- IV. Purposes for Selection and Production of Materials:
 - A. To provide core/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.
 - B. To provide a comprehensive set of media collection instructional materials representative of a broad array of knowledge, skills, and attitudes.
 - C. To provide a comprehensive set of media collection instructional materials representative of varied gender, ethnic, cultural, and religious groups.
 - D. To provide core/supplementary and media collection instructional materials presenting multiple perspectives on issues.
- V. 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.

Policy 652 Adopted: 9/27/04

Policy Revised:

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Cross References:

Policy 104 - School District Mission Statement

Policy 603 - Curriculum Development, Implementation and Delivery

Policy 644 - Community Resource Persons

Policy 648 - Instructional Programs

Legal Reference:

Public Law 94-553 – copyright