



PROCEDURE

Supplementary Instructional Materials: Consideration for Use CUR-P003

Procedures are continually revised and improved. Users of this procedure should check the QAM website for the most recent version.
<http://www.salkeiz.k12.or.us/content/qam/qam-documents>

1.0 SCOPE:

1.1 This procedure contains guidelines that must be followed when considering the use of supplementary instructional materials.

2.0 DEFINITIONS:

2.1 Supplementary materials are those which fall into one or more of the following areas:

2.1.1 Materials which are not part of a District collection.

2.1.2 Materials which have not been approved by the School Board.

2.1.3 Materials which are not recommended as Districtwide instructional materials.

2.1.4 Materials which are not designed to be used primarily by educators for students in elementary or secondary schools.

2.1.5 Materials which may include, but are not limited to: books (print and electronic), magazines (print and electronic), video programs (DVD, videotape, and online streaming), computer software including games and audio programs (CD, MP3, and online streaming).

2.2 Scope and Sequence: An outline of the content and the order in which the content is to be taught for a given course.

2.3 Technology Equipment or Software: Monitors, CPUs, laptops, scanners, servers, printers, projectors, tablets, eReaders, cell phones, iPads, accessories for computer, interactive white boards, classroom response systems, document cameras, wireless devices, software, web-based software/applications, anything that attaches to a computer, server or network wirelessly or wired.

3.0 PROCEDURE:

3.1 Selection of supplementary materials shall be based on the course goals and objectives, and the scope and sequence of the course.

3.2 Materials under consideration will be reviewed and approved by the appropriate administrator prior to use or purchase. (See CUR-W015.)

3.3 Library and audiovisual material will be catalogued and any limitations and/or grade use stipulated.

3.4 The content and appropriateness of these materials must conform, insofar as practical, to the policies and guidelines provided in District policy and procedure CUR-A001 and CUR-P001 (Instructional Materials Approval and Purchase).

3.4.1 All materials must provide for accessibility for students with disabilities as defined in the district's Accessible Education Materials Guidelines (STS-W061).

3.5 All requests that include technology equipment or software must be approved by Technology & Information Services prior to purchase of the item regardless of cost, method of payment, or funding source. See PUR-P012 (Purchasing Technology Equipment and Software).

4.0 ASSOCIATED DOCUMENTS:



PROCEDURE
Supplementary Instructional Materials:
Consideration for Use
CUR-P003

- 4.1 CUR-W015 – Supplementary Instructional Materials: Criteria for Use
- 4.2 CUR-A001 / CUR-P001 – Instructional Materials Approval and Purchase
- 4.3 PUR-P012 – Purchasing Technology Equipment and Software

5.0 REVISION HISTORY:

Date	Description
6/24/13	Approved by Cabinet
5/26/21	Added section 3.4.1.

6.0 APPROVAL AUTHORITY:

- 6.1 Directors of Curriculum and Instruction _____ (approval on file)