

2520A - SELECTION OF SUPPLEMENTAL INSTRUCTIONAL MATERIALS AND EQUIPMENT

In accordance with the policies of the Board of Education for selection of resource materials, the following guidelines should be followed:

A. Criteria for Selection of Supplemental Instructional Materials

1. technical quality of the publication/production
2. readability and appeal to students
3. authoritativeness
4. completeness, accuracy, clarity
5. absence of gender stereotyping and racial or ethnic bias
6. relationship to a course of study
7. extent to which the scope/content of the material makes it possible for students to accomplish the objectives and goals of the program
8. appropriateness of the content and/or presentation relative to the maturity and/or comprehension level of the students

B. Criteria for Selection of Equipment

The evaluation and selection criteria for instructional equipment should include:

1. relevance to the school curriculum;
2. needs of staff and/or students;
3. technical quality;
4. reliability;
5. ease of repair and maintenance;
6. compatibility with existing District equipment, when applicable.

C. Procedure for Selection of Instructional Resources

1. Each principal shall select members of the staff who are directly involved in the program for which the materials and/or equipment will be used. Their responsibility is to review and evaluate suggested resources, using the criteria listed on page 1, and make recommendations to the principal.
2. The principal shall review the recommendations and, if necessary the materials or equipment, and submit the recommendations to the Assistant Superintendent.
3. The Assistant Superintendent will then review the recommendations, and either refer them back to the principal or endorse and submit to the Superintendent for approval.

D. Procedure for Selection of Library or Media Center Materials

1. The Media Center Specialist, in cooperation with the principal, shall be responsible for the selection of all materials housed in a library or media center.

2. Any material that contains content or a manner of presentation that could be controversial, as defined in Policy [2240](#) and criterion #4 in [Form 2520 F1](#), should be approved by the principal prior to purchase.

E. Procedure for Use of Nondistrict Materials

1. No print, audio, video, or graphic materials which are not part of the District's basic or supplementary materials are to be used with students without prior review and approval. Such review should be done, using [Form 2520 F1](#), first by the teacher(s) or counselor(s) who wish to use the material.
2. The critical criteria by which such materials are to be reviewed are:
 - a. relationship to the course of study;
 - b. the uniqueness of the content and/or presentation that is not adequately provided in District materials;
 - c. the appropriateness of the content and/or presentation for the maturity and comprehension levels of the students;
 - d. the extent to which the content or presentation could create controversy among students, parents, and community groups.