

## SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

- I. The Board of Education recognizes that instructional materials are a key component in providing high quality instructional programs for District students and can greatly influence what and how students learn. The District recognizes the need for ensuring that materials are current, effective, reflective of best practice and research, and are aligned with the District's curriculum.
- II. The responsibility for approval and allocation of instructional materials ultimately rests with the School Board. The Administrative Council shall be responsible for recommending guidelines for the selection, approval, maintenance, and removal of educational materials. The Board delegates responsibility for selection and recommendation of instructional materials to members of the professional staff.
- III. Instructional materials include those items, which are read, listened to, viewed, observed, manipulated, or experienced by students as part of the instructional process. They may be consumable or nonconsumable, print or nonprint, and may vary in the kind of student response they generate.
  - A. Core instructional materials are those materials, which are selected to match a course of study or instructional objectives, and which will be used as a central instructional material for an extended period of time. These materials shall be subject to a rigorous selection process with clear standards for selection, recommendation, approval, and implementation. Core instructional materials are subject to School Board approval. The Administrative Council will be responsible for administrative guidelines related to the process for selecting texts, supplemental software/technology and other core instructional material for Board approval.
  - B. Supplementary instructional materials may be a variety of print and nonprint resources, which are used to expand the opportunities for learning in a course. They may include such things as kits, games, computer software, internet-based sources, videos, equipment systems, items which are used for a limited instructional objective on a short-term basis, resource persons, field trips, special presentations, etc. The supervising administrator will approve these materials.
  - C. Library/media materials are materials that are acquired by and circulated from the media center for student and teacher use. These materials include both print and nonprint media including books, pamphlets, periodicals, subscription databases, videos, audiotapes, computer software, internet-based sources, transparency materials, electronic data, etc. The primary purpose of these materials is to make available a collection of materials that will enrich and support the curriculum while

meeting the educational needs of those served. Media resources shall be provided in such a way as to reflect, in an accurate and unbiased manner, the diversity and pluralistic nature of our society. Careful criteria shall be used in selection, addition, and removal of library/media materials. Responsibility for selection of these materials will rest with the Library/Media Specialist in consultation with other members of the professional staff.

- IV. The Administrative Council shall develop any necessary administrative guidelines for the selection and maintenance of all educational and instructional materials and equipment. In addition, the committee shall periodically provide for a systematic review, by the Board, of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.
- V. Students shall be held responsible for the cost of replacing any materials or properties, which are lost or damaged through their negligence.
- VI. Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate where the product becomes the property of the student.
- VII. The School Board acknowledges the right of District employees, students, or residents to express concern or objection regarding core, supplementary instructional materials and library/media materials as per District policies.
- VIII. A citizen may request a review of any instructional materials. A "Request for Reconsideration of Instructional Material" form is available from the principal's office. The principal will review the request with appropriate staff members selected by the principal and respond to the request. A decision on each request shall be made by this group and is subject to an appeal to the Board.

Legal reference:  
120.13(5), Wis. Stats.

Adopted: 6/18/01  
Revised: 3/8/04; 12/11/06; 6/14/10; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us