

SELECTION OF NON-PRINT MATERIALS REQUIRED FOR CLASSROOM USE

The following guidelines and procedures are developed to provide for the selection and use of non-print material that are required for implementation of the district's curriculum.

Definitions

1. **Non-Print material** – consists of all forms and channels of communication, excluding print sources, which convey the curriculum framework information. Examples of non-print resources include, but are not limited to: art prints, charts, community resource speakers, compact discs, computer software, movies, DVD's, flash cards, games, kits, maps, models, pictures, radio or television programs, records, sculpture, slides, tape recordings, transparencies and videotapes.
2. **Required material** – includes non-print material selected by staff, that must be used by the teacher to develop the objectives of a specific planned course as outlined by the curriculum framework for the subject.

Budget Considerations

1. If the planned adoption/selection of non-print material has major budget implications (i.e., district-wide adoption) such information must be discussed with the appropriate curriculum coordinator and Director of Elementary or Secondary Education or Superintendent prior to December 1st.

Selection of Non-Print Material

- 1 Prior to the adoption of non-print material, the curriculum coordinator shall submit documentation of criteria used in the selection process, Readability/Suitability Form, that includes the following:
 - a. Appropriateness of content material to the planned course
 - b. Readability of text and appropriateness of vocabulary and content to the age/maturity level of the students for whom the material is intended.
 - c. The material shall be screened for accuracy of content and shall be free from bias (sex, racial, religion and ethnic)
 - d. The material shall be aesthetically appealing and of acceptable technical quality.
- 2 Representatives of the staff who will use the material, the building and curriculum coordinator, a librarian and appropriate principals shall be involved in the evaluation and selection of non-print material.
- 3 A copy of the non-print materials and request for use shall be forwarded from the curriculum coordinator to the Director of Elementary or Secondary Education and/or the Superintendent.

- 4 The Superintendent or designee shall review all requests and return same with a written recommendation of approval or disapproval to the curriculum coordinator.

Review of Currently Used Non-Print Material

1. On a yearly basis, all subject areas shall review the required non-print material currently used by teachers and students to make certain the materials used continue to meet curriculum requirements.
2. Directors of Elementary and Secondary Education, curriculum coordinators, and teachers are responsible for this review.

Preparation of Non-Print Material for Approval by the Board

1. In April, the curriculum coordinator for each subject shall submit to the Superintendent's office a listing of all required non-print materials for their specific curriculum area.
2. The Superintendent or designee shall present the list to the Board for approval at the May Board meeting.

Time Schedule

1. December 1 – discussion with appropriate principals/curriculum coordinators regarding required non-print material adoption for budget considerations
2. March 1 – The Request for Non-Print Resources listing and accompanying material shall be submitted to the Superintendent or designee by the curriculum coordinator
3. April – Review of all requests and accompanying materials by the Academic Standards Committee, approval of requests to be recommended for Board Approval
4. May – All new requests for non-print resources presented to the School Board for approval