

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

Code **IJK** Issued **4/05**

Purpose: To establish the board's vision for the selection and adoption of supplementary materials.

The board believes that the availability of a carefully selected and widely varied collection of supplementary materials enhances students' opportunity to acquire knowledge, to learn how to learn, to learn for self-knowledge and to learn for self-cultivation.

For the purpose of this policy, supplementary materials are any instructional materials other than textbooks, including but not limited to, the following.

- books
- periodicals
- newspapers
- press cuttings
- pictures
- diagrams
- maps
- charts
- photocopies
- microforms
- slides
- filmstrips
- film loops
- films
- records
- audiotapes
- videotapes
- computer programs
- CD Roms

All equipment and supplies in instructional areas (classrooms, labs, instructional storage areas, libraries, gyms and other areas deemed by school administration) will be used solely for instruction purposes. Principals may designate non-instructional areas (lounges, work areas, offices and other areas deemed by school administration) as proper places for noninstructional or personal use equipment and supplies such as microwaves, refrigerators, stoves, appliances, coffee machines, etc.

The principal must approve supplementary materials.

Adopted 2/12/02; Revised 4/12/05