



# Capital School District

## Board of Education Policy

Section: Instruction
Title: Instructional Materials And Equipment
Policy #: 600-07
Date Approved: 12/05/12
Date Revised: 9/19/12

### **Purpose:**

To provide information regarding the purchase of instruction materials

### **PILOT PROJECTS**

The Superintendent of Schools is encouraged to establish pilot instructional programs when they are financially possible and when the materials or practices show scientific evidence of increased student achievement or student well being. These may include, but are not necessarily limited to piloting a particular program or concept, differential staffing, looping, inclusive practices, team teaching or programs involving contractual arrangements. At times, these pilot projects may be supported by state or federal grants.

### **INSTRUCTIONAL MATERIALS**

The Board shall allocate sufficient funds within budgetary allocated amounts to provide for the purchase and/or replacement of textbooks, library books, instructional materials, computer software and upgrades, web-based programs and upgrades, supplies, and equipment of sufficient quality and quantity.

### **SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS**

The Capital School District recognizes the importance of text and other materials used in the schools. Professional staff is charged with the important responsibility of recommending instructional materials that will provide children with a rich, vital, diverse, and up-to-date course of studies.

The Board of Education also recognizes the need to have appropriate guidelines to assist professional staff with the selection of materials. The “Guidelines for the Selection of Instructional Materials,” adopted by the State Board of Education, are recommended for utilization to assist staff in the selection of instructional materials. Additional, supplementary materials will also be considered and recommended when funding is available. Materials recommended for purchase are to be reviewed by the content grade level committees as well as the Instructional Advisory Council, when feasible. When major curriculum updates are made and new materials are recommended for purchase, a presentation will be made to the Board of Education.

### **TECHNOLOGY, EQUIPMENT AND SUPPLIES SELECTION**

As funding is made available through the use of technology grants, vocational grants or other federal, state, or local funding, computers and associated hardware, handhelds, calculators, classroom televisions, Averkeys, Smartboards, and other technology in the schools will be upgraded as needed reflecting the goals of the District technology plan and the needs of the instructional program.

In addition, the building principals and the school improvement/budget committee of the schools are responsible for the development of individual school budgets and the establishment of priority equipment and supplies within these budgets. The budgets will be recommended to the Superintendent of Schools, who will have final authority to priority rank items according to building and program need.