



Simons Middle School



2.1 – Determination of Which Instructional Materials will be Provided in the School

INSTRUCTIONAL MATERIALS

(Definition) Instructional materials shall be defined as any materials, consumable or durable, used by teachers to assist in instruction.

ALLOCATION

When the local board allocates an appropriation, which is adequate to meet the school's needs on instructional materials as determined by the council, the council shall then appropriate funds for instructional purposes for school-wide materials and for each teacher who shall be accountable for expenditures.

ADMINISTERING

Within the context of the above contingencies, after principal/assistant principal approval the administrative assistant shall be responsible for ordering, receiving, and paying for instructional materials within the normal administrative guidelines set up by the principal/assistant principal.

TEXTBOOKS/TECHNOLOGY/RESOURCES

Ad hoc committees shall be formed when needed to study textbook/technology/resource samples and make recommendations for adoptions by the council. The principal shall appoint these ad hoc committees considering subject matter qualifications.

BUDGET

Funds appropriated for instructional materials shall be budgeted for school-wide materials and teacher-specific materials.

Each teacher shall be appropriated an amount annually to purchase specific items that will aid them in delivering instruction. The items shall be specific to their teaching and must be used in the classroom as an integral part of the lesson taught by the teacher. The amount appropriated to teachers for teacher-specific materials shall be set by the council.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school Improvement Planning Process.

First Reading: January 22, 2018

Second Reading: February 19, 2018

Date Adopted: February 19, 2018

Signature: 

Date Reviewed or Revised: _____

Council Chairperson's Initials: _____

Date Reviewed or Revised: _____

Council Chairperson's Initials: _____