



PROVISION OF
INSTRUCTIONAL MATERIALS
PROCEDURE

C26.01
Revised
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PROCEDURE

Introduction

No student will be handicapped because of inability to obtain necessary instructional materials. However, all reasonable care in the use of school books and supplies will be observed. Fines may be levied for damaged or lost materials. Charges may be made for optional materials which the student is allowed to retain or consume.

Identification

Definitions

The policy C26.00 Provision of Instructional Materials directs that the District provides free of charge initial copies of necessary textbooks and instructional supplies. Related definitions are:

1. Necessary Materials is defined as instructional materials which are required to meet course requirements. Basic instructional materials (defined below) are necessary materials; supplementary instructional materials may be necessary materials.
2. Instructional Materials is a general term which covers basic and supplementary instructional materials, general and laboratory supplies, and small equipment.
3. Basic Instructional Materials are adopted as the principal instructional resource for the subject area or course specified. Basic instructional materials is usually in book form; it may also be in the form of such media as workbooks, computer software, audio and visual materials, blackline masters, and manipulative materials.
4. Supplementary Instructional Materials are used for other than basic instruction which give additional information or a different form of presentation to broaden the subject content or course. These include text books, audio visual and library materials, and media.

Procedures

Adopted:
Former Code: G12.01
Repealed:



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1. Basic instructional materials are adopted: An initial stock is purchased through central funding and distributed to schools. (See Adoption of Instructional Materials procedures, C21.00).
2. Supplementary instructional materials are approved and listed. (See Approval of Supplementary Instructional Materials and Classroom Reference Materials, C22.00)
3. Funds are allocated to schools for the purchase of basic and supplementary instructional materials, as well as for supplies.
4. Schools replace basic instructional materials after adoption implementation with the following exceptions. Curriculum services pays for basic materials if:
 - a. A school is severely impacted by school closure (e.g., change in grade level configuration).
 - b. A school is opening a new program (e.g., addition of a Horizon option).
 - c. Ongoing consumable materials.
5. Supplementary materials and supplies are purchased with building funds.

Adopted:
Former Code: G12.01
Repealed: