**SCHOOL – BASED DECISION MAKING**

**P O L I C Y**

**School:** Nancy Elementary School

**Subject of Policy:** Determination of Which Instructional Materials will be Provided in the School

**Policy Statement**

1. Instructional Materials (Definition):

Instructional materials shall mean all commercial materials, media and courseware (consumable or permanent) used by teachers to deliver instructions.

1. Committee:

A standing committee shall be formed to assist with the management of function. The committee shall make recommendations and report to the council.

The committee shall be responsible for:

1. Surveying teachers to determine their Instructional material needs.
2. Identifying a list of materials to be used in the instructional program.
3. Meet with vendors to discuss materials.
4. Develop a budget based on the appropriations made available to the school and based on items chosen for the school and / or teachers.
5. Budget:

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

The amount appropriated for instructional materials shall be determined by the committee. The instructional materials chosen shall be specific to the guidelines which will follow our curriculum alignment. The appropriations for instructional materials for the school will be sent by the Board of Education.

The budget shall not exceed the appropriation. The council shall approve the budget and materials list.

1. Procurement:

The principal shall be responsible for overseeing the ordering, receiving, and paying of the instructional materials.

1. Textbooks:

Ad hoc committees shall be formed to study textbook samples and to make recommendations for adoptions to the council with input from teachers and parents.

**Date of First Reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Second Reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Adopted: July 21, 1998**

**Signature: Original signature by Charlene Childers \_\_\_\_\_\_\_\_**

(SBDM Council Chairperson)

References: School Board Policies and Statutes