



## ADMINISTRATIVE PROCEDURE

### AVAILABILITY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS AND TAKING TEXTBOOKS HOME

6161

Procedure No.

January 1, 1994

Date

- I. **PURPOSE:** To provide procedures related to the availability of textbooks and instructional materials and students' ability to take textbooks home.
  
- II. **BACKGROUND:** It is essential that all students have appropriate textbooks and materials of instruction to support learning in all classes at every grade level, and that students be provided with materials to use for homework and study purposes. Curricular and management changes such as the implementation of the Effective Schools Process, School-Based Management and the development of instructional programs that involve use of a variety of materials necessitate the establishment of systemwide procedures for ensuring that appropriate textbooks and related instructional materials are available to support all students in their educational program.
  
- III. **PROCEDURES:**

On an annual basis, school personnel must determine that materials and textbook needs based upon enrollment, the school system's instructional program, instructional needs as reflected in their School Improvement Plan, and funds allocated to each school through School-Based Management procedures.

School personnel **must** ensure that every student has appropriate textbooks and/or materials of instruction to support student learning at every grade level. Further, all students **must** have a textbook and/or appropriate instructional materials which can be taken home for study or to complete classroom assignments.

The nature of the learning outcomes for a course or program study determines the types of instructional materials, including textbooks, that are appropriate for that course or program of study. For example, some courses or programs of study require use of a single textbook. Other courses or programs of study require use of a variety of resources, including textbooks. In some subjects, a "multi-text" approach is used. In still other subjects, or grade levels, instructional materials do not include textbooks. For example, laboratory materials, manipulative materials, learning kits, wall charts, reference books, and other types of instructional aids are used to deliver the curriculum. However, regardless of the course or grade level, every student must have appropriate instructional materials for use in the classroom, and every student must be provided with appropriate materials to use for homework and study purposes. In those courses or programs of study in which textbooks are an essential instructional resource, each student must have an appropriate textbook for classroom use and to take home for home study purposes.



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#### READING MATERIALS

In grade levels where a basal reader series is used, students must have a basal textbook available for classroom use and to take home for study purposes. If a literature-based approach is being used, the student must have literature books to use in the classroom and must be able to take appropriate books home for study purposes.

- IV. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Instruction and will be updated as appropriate.
- V. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new procedure.
- IV. **EFFECTIVE DATE:** January 1, 1994

Approved by:  
Edward M. Felegy  
Superintendent of Schools

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