

# Supplemental Instructional Resources Approval and Documentation Policy

Effective Date:

## Policy Statement:

It is the policy of Big Spring School District to ensure the effective use of instructional resources and to maintain consistency in the educational materials used by educators. To achieve this, the approval and documentation of supplemental instructional resources requested by individual educators must be overseen by designated Supervisors.

## Scope:

This policy applies to all educators employed by Big Spring School District who seek to utilize supplemental instructional resources in their teaching activities.

## Definition:

Supplemental Instructional Resources:

Any educational material or tool designed to enhance or complement the primary instructional materials and methods used in a classroom.

## Forms of Supplemental Instructional Resources:

Educators may request approval for various forms of supplemental instructional resources, including but not limited to:

1. Textbooks and Workbooks
2. Online Resources
3. Educational Software
4. Teaching Aids (e.g., charts, graphs, models)
5. Videos and Multimedia
6. Guest Speakers
7. Field Trips
8. Supplementary Books and Reading Materials (e.g., classroom book collections)

## Procedure:

### 1. Request Submission:

a. Educators interested in acquiring supplemental instructional resources must submit a formal request using the standardized "Supplemental Instructional Resources Request Form" to their respective Supervisors.

b. The request should include details such as the name and description of the resource, the intended use, and any associated costs.

**2. Supervisor Approval:**

- a. Supervisors will review each request to ensure alignment with the curriculum, educational standards, and the overall goals of Big Spring School District.
- b. Approval will be granted based on the educational relevance and appropriateness of the requested resource.

**3. Documentation:**

- a. Once approved, the Supervisor will document the request, including the name and description of the resource, the reason for approval, the Supplemental Instructional Resources Request Form, and any conditions or restrictions associated with its use.
- b. Documentation will be maintained in a centralized record-keeping system accessible to relevant administrative personnel and the Board of Directors.

**4. Communication:**

- a. Supervisors will communicate the approval or denial of the request to the requesting educator in a timely manner.
- b. If denied, Supervisors will provide clear and constructive feedback regarding the decision.

**5. Budget Considerations:**

- a. Supervisors will consider the budgetary constraints of Big Spring School District when approving requests.
- b. In cases where the requested resource incurs costs, Supervisors will work with appropriate administrative personnel to ensure budgetary considerations are addressed.

**6. Periodic Review:**

- a. The school administration will periodically review the effectiveness and appropriateness of approved supplemental instructional resources.
- b. Adjustments to the list of approved resources may be made based on evolving educational needs and priorities.

**7. Appeals Process:**

- a. In the event of denial, educators have the right to appeal the decision through a designated process outlined by the school administration.

Adherence to this policy is essential for maintaining the integrity and coherence of the educational experience provided by Big Spring School District. Failure to comply with this policy may result in appropriate corrective action.

This policy is subject to periodic review and revision as deemed necessary by Big Spring School District.