



MEMORANDUM

College & Career Readiness

To: Principals, Vice Principals, MSFs, Department Chairs

From: College & Career Readiness

Date: August 15, 2022

Re: Supplemental Materials Adoptions (Non-Literature Submissions)

Overview

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources. When selecting supplementary instructional materials for classroom use, teachers should carefully review them and provide appropriate introductory and follow-up activities. The supplementary materials must be thoroughly reviewed by the instructor, with the approval of the Department Chair and site Principal, prior to their submission for approval (BP/AR 6161.11)

Supplementary materials include, but are not limited to, materials that are designed to serve one or more of the following purposes:

1. To provide a more complete coverage of one or more subjects included in a given course.
2. To meet the various learning ability levels of students in a given age group or grade level.
3. To meet the diverse educational needs of multilingual learners or students with a disability in a given age group or grade level.
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism.
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond.

Logistics/Ordering Process

When ordering supplemental instructional materials please follow the process below.

1. Identify the funding source(s) that will be used to purchase the materials. These are typically site funds that may come from the site instructional materials budget, department budget, site general funds, or other unrestricted site based budgets.
2. Secure site administration and department chair approval.
3. Obtain a quote for the materials from the vendor you are purchasing from.
4. Using Business Plus to enter the order, attach to the requisition a printout/copy of the page showing the materials, including site admin signature, and submit the order.