Procedures for using Instructional Materials in the Classroom

from Policy 6:210 Instructional Materials

It is the goal of the school district to provide students with the appropriate instructional and digital materials necessary to ensure that each student will be able to pursue a course of study to realize their full academic potential. Board-adopted resources must be the main instructional resources that the teacher utilizes in the classroom.

Teachers may use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught.

Any use of instructional materials and computer programs in the classroom that are not board-adopted must first be approved by the building administrator. The best instruction materials to utilize are the ones provided and part of the curriculum. Please seek assistance from the media specialist and/or instructional coach prior to moving forward with looking for additional resources. If another resource is needed to teach a standard that will assist the students, then you may look for another resource by following this process:

1. Only the D33-approved online platforms should be used for students to practice their skills in the classroom.
2. Seek assistance from Media Specialists for resources/materials prior to looking at outside resources.
3. Any online resource, video, or books (that are not part of the board-adopted resource) that are used in the classroom for a lesson (and homework) must be submitted to the building administrator.
4. Fill out and turn in this online/resource form to the building administrator at least 48 hours prior to using it in your classroom.

By following these procedures, you can effectively use instructional materials in the classroom to support student learning and engagement. Please see the updated video use and approval guidelines:

Updated October 2023

Video Use and Approval Guidelines	
PreK	☐ Appropriate use of Technology, item 27 on the ECERS-3 scale, indicates that in a quality early childhood program, children have a maximum of 30 minutes per week using technology with a maximum of 15 minutes per day ☐ Videos should not replace instruction by the classroom teacher ☐ Full feature films should not be shown ☐ GoNoodle should be used only for brain breaks and/or indoor recess (until our full indoor recess plan is completed) ☐ No movies for rewards
K-8	☐ Videos should not replace instruction by the classroom teacher ☐ Full feature films should not be shown ☐ GoNoodle should be used for brain breaks and/or indoor recess, ☐ Educational primary videos are permitted (such as Starfall, ABCya, etc.) ☐ No movies for rewards

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