



Book	Cincinnati City School District Policies
Section	2000 Programs
Title	Selection of Instructional Materials and Equipment
Number	2520
Status	Active
Legal	R.C. 3329.05 A.C. 3301-35-03 (B)
Adopted	Not provided
Last Revised	1.11.2019
Last Reviewed	Not provided

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional materials and equipment. In addition s/he shall periodically provide for a systematic review of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.

- A. *Students shall be held responsible for the cost of replacing any materials or property which are lost or damaged through their negligence.*
- B. *Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.*

R.C. 3329.05

A.C. 3301-35-03 (B)

CINCINNATI CITY SCHOOL DISTRICT ADMINISTRATIVE PROCEDURES

Procedure Name: Selection of Instructional Materials and Equipment	
Procedure No. 2520-00-01	Eff. Date: 5.14.2018
Implements Board Policy(ies) 2520	Last Reviewed: 1.11.2019

1. Background

This procedure describes the process for the selection and maintenance of all educational and instructional materials and equipment as well as a systematic review of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.

2. Responsibilities

Title: Director of Curriculum and Instruction

Address: 2651 Burnet Avenue, 45219

Phone: 513-363-0127

Describe responsibilities:

The Director of Curriculum and Instruction shall be responsible for maintaining an efficient process for the selection and maintenance of all educational and instructional materials and equipment as well as a systematic review of the District's educational resources in order to ensure that they are appropriate for the current educational program. This person is also responsible for ensuring the revisions that occur are in alignment with the school-improvement process.

3. Action Steps

Instructional Resource Selection Process

- 1. Curriculum Managers and Councils in the evaluation of instructional resources using state aligned tool.*
- 2. Steering Committee and Manager to examine results of evaluation*
- 3. Council and Manager in resource exploration if applicable*
- 4. Council and Manager evaluate of potential resources using State aligned tool.*
- 5. Steering and Manager make recommendation to Education Initiative Panel and/or Student Achievement Council demonstrating engagement of all teachers; teacher feedback reviewed and council making recommendation as well as Implementation and Support*

Equipment Resource Selection Process

- 1. Similar process to Instructional Resource Selection used for Curriculum connection*
- 2. Must also complete Application for Technology Initiative if appropriate*

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

Costs of replacing materials or property which are lost or damaged through negligence. Costs of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Instructional Resource Selection Process	<i>A process map outlining the key steps to approve selection of new instructional resources.</i>	<i>Spring 2018</i>
2. Application for Technology Initiative	<i>Any new technologies must be applied for through this form</i>	<i>Summer 2017</i>

6. Additional Information

None to Include.