

SUPPLEMENTARY MATERIALS

It shall be the policy of the Board to provide additional classroom materials, within budgetary constraints, to supplement and enrich the instructional program of the schools, and to meet the diverse and varying needs of the students of this District.

For purposes of this policy, supplementary materials shall be defined as:

1. Teacher's manuals.
2. Library books of all kinds.
3. Any audiovisual or manipulative device including, but no limited to, films, tapes, flashcards, kits, phonograph records, study prints, graphs, charts and multi-media systems.
4. Maps, atlases and similar apparatus.
5. Test materials, drill and exercise books, forms and blanks. The need for these materials will be determined by the classroom instructor, but this policy does not preclude students being required to purchase selected items.

The Chancellor is directed to apply the following standards to the selection of resource materials:

1. Materials shall be suited to the varied interests, abilities, reading levels and maturation levels of the students to be served.
2. Wherever possible, materials shall provide major opposing views on controversial issues so that students may develop, under guidance, the practice of critical reading and thinking.
3. Where possible, materials shall represent the many religious, ethnic and cultural groups and their contributions to American heritage.

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4. Materials shall be factually accurate and of genuine educational value.
5. Materials shall be of a suitable quality and durability appropriate to their intended use and longevity.
6. Materials shall relate to, support and enrich the courses of study adopted by the Board.
7. Materials shall present basic information about any ideology or philosophy which exerts a force (either favorable or unfavorable) in government, current events, politics, education or any other aspect of contemporary life.

Each college of the West Hills Community College District may require students enrolled in credit or non-credit courses and programs to provide certain instructional and other materials including, but not limited to, textbooks, tools, equipment and clothing if:

- a. The instructional and other materials are used in production of “end product” that has continuing value to the student outside of the classroom setting, or
- b. The instructional and other materials required for the class have a continuing value to the student outside of the classroom setting.

In accordance with Title V, Section 59404(b), this policy shall be published in each college catalog.

Board approval date: _____