

FAQ'S FOR INSTRUCTIONAL MATERIALS

What is the process for getting something approved?

A teacher would go to department chair (or principal if no department chair with request). Teacher then submits the appropriate paperwork (found on the website) and provides copies of the material to the committee. Teacher will be notified when the material will be reviewed by the committee and perhaps be invited to discuss the material at the committee meeting. The committee will then approve or disapprove the material. If approved, the material will then go to the board of directors for a final approval.

Who is on DIMC?

The committee is made up of the Director of Teaching and learning, Director of Special Education, and a representative from the following groups: Professional Development, Media/Technology, high school administrator, middle school administrator, elementary administrator, high school teacher, middle school teacher, elementary teacher, secondary librarian, elementary librarian, counselor/special programs, Home Education Exchange, parent (secondary and elementary), and secretary.

How do I know what is already approved?

Search the online data base for materials appropriate for your grade level or subject area. The online database can be found by going to the district website. Go to "Resources" then "Staff Resources" then "DIMC" or go directly to <http://www.shorelineschools.org/departments/instruction/curriculum/dimc/default.php>

What materials do I need to have approved?

All plays, musicals and productions.

All textbooks and materials that do not fall under one of the following categories:

Resources used on a one-time only basis.

Non-sensitive individual resources used in sets of fewer than five.

What if I want to use something that is not on this list?

You must go through the process of getting that material articulated by the district.

What is the time frame for getting materials approved?

DIMC meets three times a year, Fall, Winter and Spring. Dates for the 2008-2009 year are:

October 21, materials submitted by 10/10.

February 3, materials submitted by 1/16.

May 12, materials submitted by 4/23.