



Cedarburg School District

W68 N611 Evergreen Boulevard, Cedarburg WI 53012

Phone: 262.376.6100 | Fax: 262.376.6110

www.cedarburg.k12.wi.us

Challenging Students to Achieve Their Goals and Dreams

Public Gifts to the District for Instructional Resources

Gifts or donations presented to a teacher, school or District designated for instructional resources, are to be in alignment with Cedarburg School District Administrative Guideline [ag2521A](#) , Selection of Instructional Materials and Equipment.

Instructional Resources Definition: For the purposes of this administrative guideline, instructional resources are those resources which students or teachers will have access to, but are not required or assigned to a specific course.

Directions and guidance for gifting the District with instructional resources:

1. Select the appropriate school-lead for the coordination of, and purchase of instructional resources:
 - a. Principal - Classroom Libraries
 - b. District Librarian - School Library
2. Gift givers are encouraged to make a financial donation to the school for instructional resources, so that the principal and their staff can determine what resources are best aligned with the curriculum. [Policy 7230 Gifts, Grants, Bequests](#)

Note: Due to the timely nature and schedule constraints of Book Fairs, principals will work with their respective PTOs to acknowledge a gift to the District/School Board at least one month prior to the fund raising event by:

- A. Completing this form [9211 Fundraising Request Form](#)
- B. Submitted the final dollar amount earned to the Board following the fundraiser.

3. Point systems awarded through some book selling vendors, will continue to be made available to the teacher/school, after ag2521A has been applied to the specific books being selected. [2022-23 Book Fair Schedule](#)



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Rating of Instructional Materials for Student Usage | ag2521A Form

Directions: This form is to be used when evaluating current or future acquired supplemental resources for a course/classroom. Rate the material on each of the four criteria using the scale that appears under each criterion to determine if the resource(s) are appropriate for the course. If any criterion rates 1 or 2, the material must be reviewed by the principal and may include the Director of Instruction.

Criterion	1	2	3	4
Relationship of the material to the course of study or content area	Relationship of the content to the course of study is not clear, but the material may stimulate student interest in one or more of the topics in the course	Content does not relate directly to accomplishing one or more course objectives but may stimulate student interest in the topic	Content relates directly to accomplishing one or more course objectives and provides information that expands upon or enriches	Content relates directly to accomplishing one or more course objectives and provides information which is not contained in approved course of study materials and is needed for students to accomplish one/more objectives
Uniqueness of the Content Presentation	Content offers very little that is different from that in the course approved materials but may be more interesting to some of the students	Content has some features that are different from the course approved materials and may be helpful to certain students in accomplishing one or more course objectives	Content presentation is important to the accomplishment of one or more objectives of the course by some students who are having difficulty using the course-approved materials	Content is important to the accomplishment of one or more objectives of the course by some students who are having difficulty using the course approved materials
Maturity and Comprehension Levels of the Information or Ideas Presented	Content is designed for a maturity level beyond this grade-level and extra time will be needed to provide the special help needed to comprehend this content	Content is designed for a maturity level beyond most students at this grade-level; some may not be able to understand this content	Content is designed for a maturity level that includes most of the students at this grade-level and may be an extension of learning	Content is designed for students at this age level
Controversial Nature of the Content	Content would probably create controversy on moral or ethical grounds by a substantial minority or even a majority of students, their parents or community groups	Content could possibly create some controversy on moral or ethical grounds but only from those who hold views not commonly held by members of this community	Content contains nothing that is likely to create any controversy on moral or ethical grounds, but some parents/guardians or students might disagree with it on intellectual or educational grounds	Content contains nothing that is likely to create any controversy on moral, ethical, intellectual or educational grounds