

Supplemental Materials

The selection of supplementary educational materials to be purchased is delegated to the professionally trained and licensed personnel employed by the school system. The responsibility for coordinating and maintaining qualitative standards in the selection process rests with the professional staff of the various school buildings of the school district. Instructional materials not included on the state adopted list which constitute the major content of the curriculum will be subject to independent adoption procedures by the school board.

The primary objective of selecting materials is to implement, enrich, and support the education program of School District 5-J. This objective will be achieved through the following provisions:

1. Adequate educational materials that reflect a pluralistic society and the values and/or standards of the local community;
2. A wide range of materials on all levels of difficulty with diverse appeal and differing points of view;
3. A variety of selections that satisfy the personal and recreational reading, listening and viewing needs of the children enrolled in School District 5-J.

General Selection Criteria

1. Materials implement, support, and are compatible with the educational goals of the school district and the objectives of the individual, board-approved curricular offerings.
2. Materials are selected for a reason and a purpose. Educational materials are evaluated as to their aesthetic, literary and social value, appropriateness to student age and emotional maturity, and relevance to the curriculum.
3. Educational materials reflect a sensitivity to the achievements, needs and rights of men and women, various ethnic groups and other cultures without stereotype or bias.
4. The selection of materials on political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balance representing various views.
5. Educational materials are to be considered as complete works.

General Procedures for Adoption Purchases

1. Professional staff reviews and evaluates available material with regard to curriculum and goals.
2. Professional staff completes written rationale statements for selected material and provides copies for department and administrative review.
3. Superintendent or designee reviews materials and rationales, then approves or disapproves material.
4. Materials purchased according to district purchasing procedures.

Baker School District 5J
TEACHER'S RATIONALE FOR SUPPLEMENTARY INSTRUCTIONAL MATERIALS

School: _____ Teacher: _____

Title: _____ Author: _____

Publisher: _____ Date of Publication: _____

Grade and/or Course: _____

Approximate dates this work will be used: _____

This work will be (check one or more):

- Studied by the whole class
- Studied by small groups
- Placed on a reading list
- Placed in a classroom library
- Recommended to individual students
- Part of a larger study of (explain): _____

- Other (explain): _____

Ways in which the work is especially appropriate for students in this class: _____

Ways in which the work is especially pertinent to the objectives of this course or unit: _____

Special problems that might arise in relation to the work and some planned activities which handle this problem: _____

Some other appropriate materials an individual student might use in place of this work: _____

Original-teacher; 1 Copy-School Office; 1 Copy-District Office

Baker School District 5J
DEPARTMENT RATIONALE FOR SUPPLEMENTARY INSTRUCTIONAL MATERIALS

School: _____ Teacher: _____

Title: _____ Author: _____

Publisher: _____ Date of Publication: _____

Recommended grade(s) and/or course(s): _____

Ways in which the work is appropriate for students in this school: _____

Ways in which the work is pertinent to the objectives of this curriculum: _____

Special problems that might arise in relation to the work: _____

Ways that a teacher might handle those problems: _____

Some other appropriate materials an individual student might use in place of this work. _____

Original-teacher; 1 Copy-School Office; 1 Copy-District Office

Sample letter of notification to be used for supplementary instructional materials

[Name of School] (School Letterhead)

[School Address] (Letterhead)

Baker School District 5-J (Letterhead)

Date: _____

Dear Parent or Guardian:

The _____ Department would like to inform you of the following supplementary educational materials being used in _____.

The books (or audiovisual materials) your son or daughter will be reading (or viewing) this quarter/semester are _____.

You may review this material by stopping by my classroom at school, or, if the material is in book form, I can send a copy home with your child for you to review.

Alternative materials will be made available to students of parents who have objections to any of the above selections.

Sincerely yours,

[Teacher Name]

[Room Number, Telephone, Voice Mail, etc.]

**NOTE: Letter should be sent at the start of each quarter
or at least five days before presentation of material.**

Baker School District 5J
INSTRUCTIONAL MATERIALS ADOPTION LIST

| <p style="text-align: center;">*State Adoption (Textbooks that have been selected by the ODE because they meet all the content criteria and standards.)</p> | <p style="text-align: center;">*Independent Adoption (Textbooks that are not on the State adopted list, but a completed criteria checklist has been filled out by the adoption committee and sent to the ODE.)</p> | <p style="text-align: center;">**Supplemental Materials (Any Material/textbooks used in a class to enrich and supplement the adopted curriculum.)</p> |
|--|--|---|
| <p>*School Board approved and no rationale is required.</p> | <p>*School Board and ODE approved and no rationale is required.</p> | <p>**Approved by the School Board at time of adoption and no rationale will be required.</p> |

Note: If you choose to teach from materials/textbooks not on this list, a rationale (reference IIAD-AR) must be filled out on anything that might be considered controversial. The rationale will be approved by the superintendent or designee.