

## **Instructional Materials Selection**

### **I. Selection of Instructional Materials**

#### **A. Responsibility for Selection of Materials**

1. The responsibility for the selection of instructional materials is delegated to the superintendent. For the purposes of this procedure the term “instructional materials” includes print and nonprint materials, including digital content of software in a format such as electronic and Internet or web-based materials or media (not equipment). This includes resources for school/classroom use and library/media centers.
2. While selection of materials involves many people (principals, teachers, parents, students, librarians and community persons), the responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rests with licensed personnel.
3. Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the superintendent. “Instructional materials” includes any organized system which constitutes the major instructional vehicle for a given course of study or any major part of the course.

### **II. Criteria for Selection of Material**

Instructional materials are selected by the district to implement, enrich and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students. The district will support selection of materials that provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

- A. Instructional material needs of the district and individual schools will be based on relation to and knowledge of standards, benchmarks, curriculum and existing resources. Material will be selected cooperatively by teachers, principals, library/media teachers, students and parents.

The following criteria will be used as they apply:

1. Learning resources will support and be consistent with the general educational goals of the state and district and the aims and objectives of individual schools and specific courses;
2. Learning resources will meet high standards of quality in factual content and presentation;

3. Learning resources will be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected;
4. Physical format and appearance of learning resources will be suitable for intended use;
5. Learning resources will be designed to help students gain an awareness of our pluralistic society;
6. Learning resources on controversial issues will be directed towards maintaining a balanced collection representing various views and promoting free inquiry and robust debate characteristic of a democratic society;
7. Learning resources for teacher and student projects and instruction will adhere to the Copyright Fair Use Guidelines for Educational Multimedia. This is to ensure the continuation of new and original work that enhances educational materials for student learning.

#### B. Gifts

Gifts of books and other material will be welcomed provided they meet the same standards and criteria as applied to original purchases.

### III. Procedures for Selection: Textbook/Materials, Media and Technology

#### A. Textbook/Materials

The district will furnish textbooks and/or instructional materials for all content areas as related to standards and benchmarks and defined by the district, state and related adoption cycles. A basic textbook is an item that is used as the main source of instruction on a consistent basis. This can be a book, kit or an item in electronic form. A supplementary textbook is one that is used to enrich a content area. These materials are used occasionally and would not be considered the main source of instruction.

#### Textbook/Materials Adoption and Purchase Process

1. District and/or building level curriculum subgroup will review textbook/ materials from either the state-approved list or from other sources. If the textbook/materials are not on the state list, an independent adoption must be done. Either process results in recommendations for textbook/materials that best support the standards and benchmarks of that content area.
2. Prior to making the recommendation, students, teachers not on the review committees and interested district patrons will have the opportunity to review the recommended textbook/instructional materials. This can be done either centrally or within each site.
3. If site based, whole schools, not individual teachers, will make decisions about textbook/material purchases. Decisions will be based on the school implementation plan for standards.
4. All opinions and related information will be considered before a final decision is made.
5. Recommendation for adoption of basic textbook/materials is then made to the director of instructional services. The recommendation will include rationale based on established

selection criteria. The director will then make a final recommendation to the superintendent and the Board.

Basic textbook/materials can be purchased from a central educational services fund that is allocated to each site, as per an established amount per student or from building, grant and/or donation dollars at each building. Combinations of central and site funding are also possible. As stated above, funding from either central or building sources for basic textbook/materials must first consider purchasing from the textbook adoption list and follow the process as outlined above. Purchase in content areas will follow state and/or district adoption cycles as defined by the instructional services director.

Either educational services or the building can order the adopted textbook/ materials. If central funding is used and the school orders the books, a copy of the purchase order and the attached form are sent to the instructional services director.

Supplemental textbook/materials are the responsibility of each school and selected accordingly. Supplemental purchases do not require Board approval.

Textbook/Materials adoptions and supplemental materials will be purchased in large enough quantities to promote compliance with copyright Fair Use Guidelines for Educational Multimedia and the principles and practices of the American Library Bill of Rights and related interpretations thereof.

#### B. Media and Technology

The primary objective of library/media and technology centers is to implement, enrich and support student learning and educational programs of the school. Library/Media and technology centers provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view. Access to electronic, print and nonprint information is essential to ensure instruction and student learning. This is inclusive of supplemental materials for classrooms, labs, resource rooms and networked programs and systems for instruction.

Library/Media and technology resources will be selected cooperatively by teachers, principals, library/media teachers, students and parents as appropriate. The responsibility for coordinating the selection of materials and making the recommendation for purchase rests with licensed personnel.

Materials will be selected according to general educational principles of selection criteria for instructional resources and for overall purpose, currency, relevance to the curriculum, quality of the work, readability levels, format and price.

1. Licensed staff will evaluate existing collections and curriculum needs and consult professionally prepared selection aids and other appropriate sources when making selections.
2. Selection tools include publications from: Association for Educational Communications and Technology, HW Wilson, RR Bowker and American Library Association and

professional education materials and publications. A variety of formats, including electronic, will be utilized when selecting and evaluating materials.

3. Selection is an ongoing process which includes the removal of materials no longer appropriate and the replacement of lost and worn materials.

Media and technology centers will adhere to the principles and practices as expressed in the Copyright Fair Use Guidelines for Educational Multimedia and the American Library Bill of Rights and related interpretations thereof.

#### C. Notification Related to the Use of Instructional Materials

Parental and administrative notification is required when using:

1. Officially rated materials that contain mature themes that are beyond the age of the students. This includes, but is not limited to video, film, music, and television programs.
2. Materials that are not rated but contain mature themes for the age of the student.
3. Human growth and development materials pertaining to human sexuality.

Prior to using these materials, the teacher must review the item and document how it enhances and supports the standard, benchmark, and/or curricular content area. Prior to its use, and specific to specified grade levels, parental permission and administrative concurrence is required. Parents will have the opportunity to preview the material in question. A teacher should allow at least five days following the request for parent permission to provide time for the parent to preview the film/video. If a parent does not grant permission, an alternative assignment will be available for their student.

#### IV. Procedures for Reconsideration of Instructional Materials

Any resident or employee of the district may challenge the appropriateness of instructional materials used in an educational program. This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process. The principles and practices of the American Library Association, Statement on Intellectual Freedom, Confidentiality of Library Records and Access to Electronic Information, services and Networks will be subscribed to throughout the process.

All requests for any reconsideration of instructional materials on the part of an individual or any organization should be first taken up directly with the school principal. If, after discussion any question remains, the complaint must be put in writing on the district's Reconsideration Request Form for Instructional Material. The Reconsideration Request Form will be returned to the principal where the complaint originated.

The school principal will forward the Reconsideration Request Form, together with a summary of the informal discussion, to the district superintendent. Within ten school days of the filing of the form, the superintendent will appoint a task force of appropriate professional staff members to investigate the complaint and recommend a solution. The complainant(s) and/or district personnel involved in the complaint may appear before the committee to answer questions and clarify the cause of the

complaint or use of the material. The task force will make a recommendation in writing to the superintendent.

Based on the complaint and the recommendation of the task force, a decision will be rendered by the superintendent to retain the material in question, modify its use or remove it from use. The complainant will be notified by the superintendent's office of the decision. The report from the reviewing committee will be provided to the complainant upon request.

If the complainant is not satisfied with the recommendation of the superintendent, the complainant may appeal to the Board in accordance with procedures established in district policy.

If the same material is challenged at a later date, the building principal will examine the previous decision and any new information. If the principal believes there is a significant difference in the new challenge, the principal may have the task force review the material again. If the request has no new information for reconsideration, the principal will stand with the original decision and inform the complainant.

Access to challenged materials shall not be restricted during the reconsideration process. However, in unusual circumstances the material may be removed temporarily by the superintendent.

