

Textbooks and Instructional Materials Review and Adoption

I. Textbook and Instructional Materials Adoption Process

Regularly established Curriculum Committees, appointed by the District's Curriculum Director, will serve as textbook reviewers. Curriculum committees meeting for the purpose of selecting and recommending adopted textbooks and instructional materials shall represent all grade levels, schools, and/or content areas affected by the proposed adoption. Teachers may volunteer to join a particular Curriculum Committee for the sole purpose of textbook adoption review. The committee will use a developed set of criteria to evaluate all instructional materials made available through information from the State Department of Education and publishers' representatives and will recommend a minimum of two selections for further consideration.

The committee shall adopt procedures for making final recommendation, including procedures that ensure all other teachers who may be affected by the proposed adoption have adequate opportunity for input on the materials brought forward for further consideration. As the materials brought forward for consideration are reviewed further, members of the committee shall be required to fill out District or state generated evaluation forms.

Upon receiving a recommendation, the Curriculum Director will report the recommendation to the School Improvement Council and the School Board. The materials will be made available to the public and other staff for further review. At the subsequent School Board meeting the School Board may receive any further input from staff, parent/legal guardians, or patrons regarding the proposed adoption. Adequate notice of this review opportunity will be published in the local newspaper of record and in building newsletters. Staff, parents/legal guardians, and/or patrons will be given the opportunity to identify their preference for a particular adoption in writing.

Following the public review, the Curriculum Committee will present its recommendation to the School Board. If sufficient information is available, the School Board may formally adopt the proposed textbook/instructional materials. Should the School Board choose not to approve the text recommendation, the reasons will be returned to the Curriculum Committee in writing for further consideration.

II. Criteria for Selection of Materials

- A. The following criteria will be used as they apply:
1. Materials shall support and be consistent with the general educational goals of the District and the objectives of specific courses.
 2. Materials shall meet high standards of quality in content and presentation.

3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level and social development of the students for whom the materials are selected.
 4. Materials shall have aesthetic, literary or social value.
 5. Materials chosen shall be by competent and qualified authors and producers.
 6. Materials shall be chosen to foster respect for minority groups, women and ethnic groups, and shall realistically represent our pluralistic society, along with the roles and life styles open to both men and women. Materials shall be designed to help students gain an understanding of the many important contributions made to our civilization by minority groups, ethnic groups and women. Materials shall clarify the multiple forces with their economic, political and religious dimensions, which have had influence on women, minority groups and ethnic groups. These materials shall present and analyze intergroup tension and conflict objectively, placing emphasis upon resolving social and economic problems. Materials shall be designed to motivate students and staff to examine their own attitudes and behavior and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in a pluralistic, nonsexist society.
 7. Materials shall be selected for their strengths rather than rejected for their weaknesses.
 8. Biased or slanted materials may be provided to meet specific curriculum objectives.
 9. Physical format and appearance of materials shall be suitable for their intended use.
- B. The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.