

Instructional Materials Selection

The director of curriculum and instruction will see that each subject area specialist appoints a committee with a representative from each grade level and each building to serve as an instructional materials selection committee. This committee will review all new instructional materials of their subject and in consideration of input from teachers of all grade levels, will recommend the titles for district adoption.

The direction of curriculum and instruction may conduct in-service meetings for employees to explain the materials and answer questions. In-service may consist of techniques such as:

1. Staff meetings at individual schools;
2. Resource teacher meetings;
3. Summer school demonstration class;
4. Available materials may be left at the school as long as time permits and until all those concerned have had an opportunity to review.

The teaching staff and principal of each school will review and select the instructional materials and quantities needed to fulfill the needs of the students. Each principal will submit to the superintendent a written request for the selected materials.

The principals and director of curriculum and instruction will meet and review each school's selection of instructional materials.

The requests for each school are consolidated by the superintendent into a district composite requisition.

Instructional materials are adopted for a period of not less than two years nor more than five years after the date of first use.

A yearly October report of all basic instructional materials adopted by the district is submitted to the superintendent by the director of curriculum and instruction. The report contains:

1. A list of course and/or curriculum areas;
2. Title of the instructional materials adopted for each course and/or area;
3. Grade(s) in which the materials are used;
4. Name of publisher and/or author;
5. Copyright date;
6. Year the material was first adopted by the district.

Recommendation of Instructional Materials

Title _____

Author _____

Publisher _____

Date of Copyright _____ List Price _____

Basic Text Supplemental Text Paperback

Reason for Recommendation: _____

Date _____ Head of Department _____

Other Comments _____

Date Approved by Superintendent _____

Signature of Superintendent

Request for Reconsideration of Materials

If printed give:

Author _____

Title _____

If audiovisual give:

Title _____

Type of Material _____

Material in this box will be provided by school personnel.

Hardcover Paperback Audiovisual Producer

Publisher _____

Distributor _____

Copyright Date _____

Copyright Date _____

Your Name _____

Telephone _____

Address _____

You Represent:

Yourself Only

Name of Organization _____

Identify Any Other Group _____

1. To what in the material do you object? _____

2. What do you believe might be the result of using this material? _____

3. Did you review the material in its entirety?

Yes No (That means, to have read all of the book or seen the film and heard the discussions proceeding and following the showing.) If not, what part did you review:

4. Do you believe this material to be suitable for a different age level? _____

5. Are you acquainted with the judgment of this material by professional critics? _____

6. What would you like your school to do about his material?

Do not use it with my child.

Withdraw it from use with all students as well as with my child.

Other options: _____

Signature of Complainant _____

Date _____