

Selection and Adoption of Instructional Materials

Scope and Schedule

The instructional materials committee has been formed to establish and monitor such procedures as may be necessary for the selecting, adopting, and discarding of instructional materials owned and used by the district. The committee will act upon requests for text approval and removal and will evaluate and act upon citizens' requests for reconsideration of instructional materials. The function of the committee is to insure that materials are selected in conformance to stated criteria.

Regular committee meetings will be held every other month on a schedule to be set by the committee secretary at the beginning of each school year. The district will be responsible for arranging released time for committee members. Special meetings may be called by the committee chairman if necessary.

Instructional Materials: Definition of Basic Textbook Adoption

Instructional materials basic adoptions shall be defined as all printed, computerized, filmed, or recorded materials furnished by the district for student use and/or included on students' required reading lists.

Basic Adoption Textbooks are defined as instructional materials comprising the instructional material for a given course and either of the following criteria. When a course is built around a collection of pamphlets, periodicals, etc., rather than a single text, the collection shall be considered a text.

Selection of Instructional Materials: Responsibilities

The principal is responsible for insuring the continuing familiarity of his/her certificated staff with the requirements of this policy and procedure. The district office shall provide such technical assistance as may be necessary to accomplish this.

Initial Selection

Texts shall be initially selected by such certificated staff as the superintendent may designate, usually the K-12 curriculum committee responsible for the subject area.

Approval

Texts shall be approved by the Instructional Materials Committee. Additional paperbacks used as required reading at the secondary level are subject to approval.

Supplementary Materials

Definition

Supplementary materials are defined as those which enhance or extend the basic textbook adoption beyond those supplied as part of the program. Supplementary includes both those materials used on an on-going basis or short term for reasons of timelines.

Selections shall be selected by certificated staff using such materials with the understanding that while such materials do not require Instructional Materials Committee approval, they must be selected under the criteria detailed below and are subject to building administration approval and removal.

Approval shall not require Instructional Materials Committee approval. Questions on appropriateness of sensitive nature materials generated at the building level should first be submitted to the principal, then the Curriculum Committee and lastly to the Instructional Materials Committee.

Criteria for Selection of Instructional Material

All staff members are expected to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the instructional program. Instructional materials selected shall include, but not be limited to, those which:

1. Enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served;
2. Stimulate student growth in conceptual thinking, factual knowledge, physical fitness, and literary and ethical standards;
3. Provide sufficient variety so as to present opposing views of controversial issues in order that young citizens may develop the skills of critical analysis and informed decision making;
4. Contribute to the development of an understanding of the ethnic, cultural, and occupational diversity of American life;
5. Present objectively the concerns of and build upon the contributions, current and historical, both sexes, and members of the several specific religious, ethnic and cultural groups. The district recognizes that under certain conditions biased materials may represent appropriate resources in presenting contrasting and differing points of view; and
6. Provide models which may be used as a vehicle for the development of self-respect, ethnic pride, and appreciation of cultural differences, based on respect for the worth, dignity, and personal values of every individual.

Content and format criteria are developed for any particular subject area prior to study and selection of a text. The checklists both below and in this section are provided to help text selectors follow the above listed criteria. If materials uniquely suited to an important purpose fail to meet the above criteria, they may be used in conjunction with countervailing materials.

Bias Content

1. Presents more than one viewpoint of controversial issues;
2. Presents minorities realistically;
3. Includes contributions of minority authors;
4. Presents non-stereotypic models;
5. Facilitates the sharing of cultural differences;
6. Promotes the positive nature of differences;
7. Includes the contributions, inventions, or discoveries of minorities;
8. Includes the contributions, inventions, or discoveries of women;
9. Presents minorities in a manner that promotes ethnic pride; and
10. Facilitates an environment open to discovery and experimentation.

To evaluate materials by these criteria, text selectors may find the following steps helpful:

1. Read reviews in the professional periodicals through the curriculum office, state superintendent of public instruction, etc.
2. Review copies of other available texts. The district curriculum office will order samples on request;

3. Check the reading level of the text through use of a standard readability formula; and
4. Use tentatively selected materials according to pilot-use procedures.

(Trial-use texts of an experimental, pilot nature may be authorized for use by the superintendent for a period of no more than one school year prior to board approval for general use throughout the district.)

Review of Instructional Materials

Citizen Review is invited to review any instructional materials in current use or proposed for district purchase. Such review may be accomplished at the school or in the District's Central Service Building. The review and examination process should be arranged in a way to avoid disrupting the educational program. The review of materials should be undertaken with the knowledge of district objectives in mind. The following activities will be employed to help citizens become familiar with instructional materials.

1. A variety of learning materials will be available for immediate perusal at any time in the district learning resource center; and
2. Displays of learning materials may be provided in schools during P.T.A. meetings, parent-teacher conferences and public meetings during the school year.

A citizen wishing to protest use of any instructional materials in the school system must use the form (2020 F.1) for requesting reconsideration of instructional materials. These forms are available from the district curriculum office. The complainant will deliver the completed request form to the Assistant Superintendent for Instruction, who will take the following steps to assure timely consideration of requests:

1. Set a time and place for an open hearing of the complaint by the Instructional Materials Committee. Such hearing shall be within 30 days of the committee secretary's receipt of the completed request form;
2. Notify the complainant and appropriate staff, including those using the materials, of the time and place of the meeting. Such notification shall include an invitation to present relevant information, oral or written; and
3. Assemble such data, including reviews and professional opinions of the materials, the staff member's objectives in using the materials, and the specific objections of the complainant, as may be necessary for the committee to properly judge the request for consideration.

Hearings of a citizen's request for reconsideration shall be open to the public. The committee shall consider all matters presented and give reasonable credit to such matters according to the weight to which they are in reason entitled. Decisions shall be by majority vote of the committee. Decisions of the committee shall be delivered in writing to the complainant and affected staff within 10 days.

Instructional Materials Committee Membership

The maximum membership for an effective working committee is 25. The largest schools including the high school may have more than 1 representative at the recommendation of the Assistant Superintendent for Instruction and Personnel. Membership should include representatives of librarians, special education, and building administration.

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