

INSTRUCTIONAL MATERIALS

The district strives to provide instructional materials of the highest quality and standard of scholarship that are available and that contribute to the stated objectives of the educational program.

The term “instructional materials” means all printed or non-printed and technology-based materials designed for use by students and their teachers as a learning resource and that help students acquire facts, skills, opinions, or develop cognitive processes.

Instructional materials, including both regular and supplementary materials, which are to be used on a districtwide, classwide, or small group basis, shall be adopted by the Board of Education from recommendations presented by the Instructional Councils.

Lists of materials that are approved for use in grades K-6 shall be maintained and shall provide the following information:

1. Grade level
2. Title, by alphabetical order, within each grade level
3. Author’s name or editor’s name
4. Publisher and copyright date
5. Date of adoption by the Board

Lists of materials that are approved for use in grade 7-12 shall be maintained and shall provide the following information:

1. Department (e.g., Art, English, Home Economics, Mathematics) by alphabetical order
2. Title by alphabetical order, within each department
3. Author’s name or editor’s name
4. Publisher and copyright date
5. Grade level
6. Date of adoption by the Board

The selection of materials used to supplement Board adopted instructional materials, e.g., tests, library books, is the responsibility of the site administrator. Such materials shall be selected for their high quality and standard of scholarship.

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The appropriate use of instructional television, current event broadcasting, and the Internet are the responsibility of the site administrator.

The Assistant Superintendent of Educational Services shall coordinate the planning, development, and administration of procedures for the selection, ordering, implementation, and evaluation of instructional materials. These procedures, the process used for the public challenge of instructional materials, and the procedures for the disposition of obsolete/excess materials in accordance with the state Education Code, shall be clearly stated as administrative policy.

The Superintendent shall present recommendations for the adoption of instructional materials and/or withdrawal of instructional materials to the Board. The adoption and/or withdrawal of instructional materials by the Board shall be based upon recommendations made to the Superintendent by either the Elementary or Secondary Instructional Councils.

The Instructional Councils shall have the following responsibilities:

1. Identify types and subject areas of instructional materials to be considered for adoption. Requests to preview materials shall be coordinated by the district librarian.
2. Establish criteria and priorities for the selection of materials based on the Strategic Plan objectives and approved instructional programs, which are aligned with the State standards and frameworks.
3. Appoint one or more Materials Selection Committee(s), when appropriate, to consider new programs for adoption. The Assistant Superintendent of Educational Services shall appoint the chairperson(s). The committee(s) shall include:
 - a. Elementary level (K-6):
 - An elementary principal(s)
 - Teachers representing all school sites and levels
 - Parent or community member
 - Secondary representative, when appropriate
 - Purchasing Department representative, when appropriate
 - District Librarian
 - Assistant Superintendent of Educational Services
 - b. Secondary level (7-12):
 - Site Principal(s) or designee(s)
 - Department Chairpersons or designee
 - Subject area teachers
 - Elementary, middle or high school representative(s), as appropriate
 - Parent or community member

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District Librarian
Assistant Superintendent of Educational Services

The Chairperson of the Selection Committee will facilitate the Committees' efforts by making available copies of materials to be evaluated, selection criteria to be followed, and forms to be used. Provision shall also be made for vendor consultation and inservice training.

4. Make final recommendations to the Superintendent of those programs to be withdrawn from the curriculum.
5. Make recommendations to the Superintendent regarding supplementary materials to be adopted or withdrawn from the curriculum. Such materials shall be identified by grade and course or content area.

Adoption Procedures

1. Sufficient inquiry shall be made by the Instructional Council to determine that a new adoption is necessary.
2. The Assistant Superintendent of Educational Services will establish a Materials Selection Committee for the purpose of recommending a new adoption. The Instructional Council will appoint the Committee members.
3. Materials recommended for adoption will be displayed in the Educational Services Office during the evaluation period: these displays will be announced to the public at a regular meeting of the Board. An evaluation form will be available for community input.
4. The Materials Selection Committee shall make its recommendations to the Instructional Council for its approval.
5. The Assistant Superintendent of Educational Services will present adoption recommendations to the Superintendent's Cabinet.
6. The Superintendent will make a recommendation for approval to the Board. The Board will approve or disapprove the adoption.
7. After Board action, the application for instructional materials approval form will be kept on file in the Educational Services Office.

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Withdrawal of Obsolete/Excess Materials Procedures

1. Sufficient inquiry shall be made to determine that material in question is actually "obsolete" or in excess (see #1 of Adoption Procedures above).
2. The district librarian shall address the appropriateness of the withdrawal of specified materials.
3. The Assistant Superintendent of Educational Services shall present the recommendations for withdrawal to the Superintendent.
4. The Superintendent shall notify the Board when material is deemed "obsolete" or "in excess" and recommend that the Board approve its withdrawal and appropriate disposal.
5. Individual copies of withdrawn materials shall be made available to parents/guardians and students at each school. Arrangements for multiple copies shall be made through the district librarian.

Challenge Procedures

If the suitability of particular instructional materials is questioned, it shall be handled by the following procedure:

1. All challenges and/or concerns shall be presented in writing to the Superintendent.
 - a. Challenges of printed materials shall include the author, title, publisher, page number of each item to which objection is being made, the reasons for the objections, and the signature and address of the complainant.
 - b. Challenges of non-print materials shall include the title, vendor, and catalog/serial number and the signature and address of the complainant. Challenges shall be specific enough to allow the easy identification of each objection being made and the reasons for the objection.
2. The material in question shall be reviewed by a five-person committee. The Superintendent shall appoint a district-level administrator, a site Principal, a teacher, and a parent or community member. The fifth member shall be a member of the Board.

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The complainant shall be invited to a review session and to share concerns. The report to the Board shall be completed in a timely manner and submitted to the Superintendent. The Superintendent shall report the findings to the Board of Education for final action. The Board reserves the right to make final judgments in challenge procedures.