

## **Granite Falls School District**

### **Instruction-6000**

#### **POLICY 6080 PROCEDURES: Selection and Adoption of Instructional Materials**

Every effort shall be made to provide appropriate textbooks, library books, periodicals, audio-visual materials, and other resources essential to an effective instructional program that has quality in content and extent in learning opportunities.

#### INSTRUCTIONAL MATERIALS: CATEGORIES

Instructional materials shall be defined as all printed, filmed, electronically transmitted, or recorded materials furnished by the district for student use and/or included on student reading lists. Instructional materials shall be categorized as follows:

**Basic Instructional Materials** are those intended as the principal learning resource use by the grade, subject, or course for the *majority of the students in the classroom*. These materials may be from a single publisher or several in combination and when adopted constitute the necessary materials used to teach at least 60 percent of the curriculum. ***Board approval for adoption required.*** (See Forms C-1, C-2, C-3)

**Supplemental Materials** are those used to support, enrich, and/or individualize the curriculum to meet specific *individual student needs*. Different from basic materials, they are not used by staff for all students of a grade, subject, or course. ***Building principal approval required.*** (See Form C-2)

**Trial-Use/Pilot Materials** are materials that have not been approved by the Instructional Materials Committee or School Board. Trial-use of materials is applicable when seeking to better meet state learning goals and district grade level standards. The professional staff may pilot these materials with the approval with of the building Learning Improvement Team and the Superintendent. ***Superintendent approval required.*** (See Form C-2)

Piloted materials may be used for no more than one school year prior to Board approval. If continued use of materials (beyond the initial year) is desired, the normal instructional materials policy and procedure must be followed for adoption.

**Reading Lists** are composed of books, including paperbacks, that are required reading for the grade, subject, or course that is from other than the adopted basic instructional materials. ***Building principal approval required.*** (See Form C-2)

Reading lists will be presented within the context of a particular instructional program. Materials are to be appropriate for the age and maturity levels of the students, meet the outcomes of the course, and be in good judgment relative to the values of a pluralistic and democratic society. Because parents have the right to exercise control over their minor children, it is important that the teachers provide suitable multiple selections for all reading. Reading lists shall be made available to parents. Parents shall have the opportunity to delete from their child's reading, books they deem unacceptable and select an alternate book with the teacher. Teachers shall also be responsible for examining and selecting reading materials that are in their classroom collections.

**Library Materials** are those print and non-print resources for any area of the instructional program, materials for independent study, or books for recreational reading that are part of the school library media center collection. (See Policy 6081) ***Board approval required within one year of cataloging titles.*** (See Form C-4)

**Temporary Materials** are those items that are of interest or value for a short period of time. They are not used on a regular instructional basis. These items may be free or inexpensive materials. Examples might include teacher purchased materials, articles from a newspaper, periodical, or the internet, television programs, films and videos, recordings, timely pamphlets or brochures, etc. Professional staff may select and use these materials giving proper regard to quality, appropriateness to students, and the relationship to the curriculum or situation guided by the checklist criteria. ***Responsibility delegated to professional judgment of staff to screen appropriateness through temporary materials checklist.*** (See Form C-5)

Materials not meeting approval for any of the criteria for selection or for any of the bias/controversy questions must be submitted to the building principal. ***Principal approval required.***

**Guidelines for use of recorded materials:**

Films/videos with a “G”, “PG”, “PG13” may be used if they can be demonstrated to the principal that the film/video **is age appropriate and is the best way to meet a particular learning objective in the approved curriculum.** Professional staff should use the “Temporary Materials Checklist.” (See Form C-5). Parental permission slips are recommended and may be required based upon principal discretion.

The principal has the responsibility and authority to deny the use of any inappropriate film/video. **Films, videos, and television programs may not be used for rewards or entertainment.**

If a teacher wishes to use a film/video with a rating of “R”, it will be allowable only under the following circumstances:

1. The teacher demonstrates to the principal that the film/video is appropriate and is the best way to meet a particular learning outcome in the approved curriculum.
2. The principal approves the use of the film/video.
3. Parental permission slips must be signed and appropriate alternative educational experiences provided for students not wishing to participate.

Films/videos and recorded materials with an “X” rating must never be used.

**CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS**

In order to ensure a comprehensive collection of the highest quality materials, the professional staff is expected to place principle above personal opinion and reason above prejudice. Instructional materials selected shall include, but are not limited to, those which:

- A. enrich and support the curriculum outcomes, taking into consideration the varied instructional needs, abilities, interests, and developmental levels of the students served;
- B. stimulate student growth in conceptual thinking, factual knowledge, physical fitness and literary and ethical standards;
- C. 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;
- D. contribute to the development of an understanding of the ethnic, cultural, and occupational diversity of American life;
- E. present objectively the concerns of and build upon the contributions (current and historical) of both sexes, and religious, ethnic and cultural groups. The district recognizes that under certain conditions biased materials may be appropriate resources in presenting contrasting and differing points of view;
- F. provide models which may be used as a vehicle for the development of self-respect, ethnic pride and appreciation of cultural diversity, based on respect for the worth, dignity, and personal values of every individual; and,
- G. approval of building principal must be obtained for materials which may be deemed controversial.

## PROCEDURES FOR SELECTION AND ADOPTION OF BASIC INSTRUCTIONAL MATERIALS

STEP 1: The Curriculum Adoption Committee will make recommendations to the building Leadership Team and district Instructional Materials Committee (IMC). (Form C-1) In the case of district-wide subject area curriculum review, the Curriculum Adoption Committee will make recommendations directly to the Instructional Materials Committee (IMC).

*AND/OR*

The building Leadership Team will receive, evaluate and recommend with building administrator approval basic instructional materials requests to the district Instructional Materials Committee (IMC). (Form C-2)

STEP 2: The district Instructional Materials Committee (IMC) will consider the recommendations of the Curriculum Adoption Committee and/or building Leadership Team and make formal recommendation to grant/deny approval of basic instructional materials to the Superintendent and School Board of Directors. (Form C-3)

STEP 3: If approval is granted, the IMC chairperson will present the recommendation to the Superintendent and the School Board of Directors for approval and adoption. If there are any concerns, or if a member of the Board wishes to personally review specific items, the specific item will be tabled, reviewed, and considered at the next regularly board meeting.

## PROCEDURES FOR SELECTION AND ADOPTION OF LIBRARY MATERIALS

STEP 1: Within one year of selection and purchase of library materials, i.e., annually, the school library media specialist will present a list of cataloged titles to the building Leadership Team for review. The building Leadership Team may recommend/not recommend the Materials (Form C-4).

STEP 2: If the building Leadership Team recommends the library materials list, the library media specialist will present the recommendation to the district Instructional Materials Committee (IMC). The IMC will make a formal recommendation to grant/deny approval of the library materials. (Form C-4)

STEP 3: If approval is granted, the IMC chairperson will present the recommendation to the Superintendent and to the School Board of Directors for approval and adoption. If there are any concerns, or if a member of the Board wishes to personally review specific items, the specific item will be tabled, reviewed, and considered at the next regularly board meeting.

## PROCEDURES FOR SELECTION OF SUPPLEMENTAL MATERIALS and READING LISTS

STEP 1: Professional staff wishing to use supplemental materials or require reading other than from the basic instructional materials, in order to support not supplant the adoption, must complete the appropriate form. (Form C-2).

STEP 2: The author requesting use of supplemental materials or a required reading list is to present the written proposal to the building Leadership Team to review, evaluate and recommend/not recommend approval.

STEP 3: It is the responsibility of the building principal to make this procedure known, formalize approval through the building Leadership Team, and keep documentation of supplemental materials and reading lists used by individual teachers and grade levels in the building.

### PROCEDURES FOR SELECTION OF TEMPORARY MATERIALS

STEP 1: Professional staff wishing to use temporary materials are designated the responsibility to use the “Temporary Materials Checklist” to screen for appropriateness. (See Form C-5)

STEP 2: Should the checklist indicate that the material does not pass approval for criteria or bias/controversy, the staff member must submit the form for building principal approval.

### COMMITTEE MEMBERSHIP AND RESPONSIBILITIES

- A. The district **Curriculum Adoption Committee** shall be composed of certificated staff representing grade/grade level spans and/or subject areas, a principal, and a curriculum leader. The members of the committee will be selected by the building principal for a one-year term or until the curriculum process is complete. The task will be to review grade, subject, or course materials with the intent to recommend the best possible basic instructional materials to be adopted.

Responsibilities of the Curriculum Adoption Committee:

1. attend district meetings and providing a communication link between the grade/grade levels they represent and the committee;
2. communicate with certificated staff regarding specific curriculum needs and concerns;
3. prepare and conducting teacher and student surveys as needed;
4. review literature, research, and relevant issues and concerns;
5. review current program and students' achievement data;
6. develop the subject area scope/sequence, grade/course outcomes, objectives which are aligned with the Common Core State Standards and other state goals, and materials list;
7. develop student assessment tools which are aligned with outcomes and measure what students can and are able to do;
8. prepare an instructional materials list of approved basic and supplemental materials;
9. develop grade/course curriculum guides;
10. assist in the development of criteria for evaluating instructional materials;
11. review and evaluating copies of available texts/materials using “Instructional Materials Evaluation” (Form C-1); and,
12. present the completed curriculum to the Instructional Materials Committee (IMC) and the School Board.

- B. The building **Leadership Team**, the principal, and two parents appointed by the principal shall take on the role of building curriculum review.

Responsibilities of the building Leadership Team regarding instructional materials:

1. review recommendations from the Curriculum Adoption Committee for *basic instructional materials* and *library materials* and grant/deny recommendation for adoption;
2. review and make recommendations from professional staff for *supplemental materials*, *reading lists*, and *requests for piloting materials* and grant approval/denial for use.

Responsibilities of the principal regarding instructional materials:

1. Inform the building Leadership Team of IMC decisions to support recommendation for adoption of *basic materials* and *library materials* (See Forms C-2, C-3, C-4);
2. document the Leadership Team’s decision, grant approval/denial for use of *supplemental materials* and *reading lists*, and keep information for future reference (Form C-2);
3. seek Superintendent approval for piloting *trial/experimental material*, after building leadership team approval (Form C-2);
4. deny/approve use of *temporary* materials not passing checklist criteria (Form C-5);

5. ensure the continuing familiarity of certificated staff with the requirements of these policy/procedures and ensure adopted curriculum is being implemented. The district office shall provide such technical assistance as may be necessary to accomplish this
- C. The district **Instructional Materials Committee (IMC)** shall consist of representative principals, one teacher per building selected by the principal, school librarian (if available), two parent representatives, and one community member. The Superintendent shall appoint a district chairperson. The School Board must approve all committee members.

Principals will notify parents/community members serving on the Building Leadership Teams of the opportunity to also serve on the district IMC. If an appointed committee member is unable to complete the term, the principal shall appoint a replacement. Teacher and parent/community representatives will serve a two-year term. Members will be appointed in the fall at the beginning of the school year. When possible, terms will be staggered to ensure that there will be an equal number of new and returning representatives from each building. Terms may be renewed upon discretion of the building principal.

Responsibilities of the Instructional Materials Committee:

1. hold quarterly meetings to be set by the committee chairperson at the beginning of each school year, as well as hold additional meetings as necessary, and record actions in the minutes;
2. act upon requests made by Curriculum Adoption Committee and Building Leadership Teams for basic instructional materials approval;
3. ensure that materials are selected in conformance to criteria as outlined in this document;
4. make recommendations for approval to the superintendent and school board adopt basic instructional materials;
5. act upon any "Request for Reconsideration of Instructional Materials" (Form C-6) by a concerned individual; and
6. attend special meetings that may be called by the committee chairman, if necessary.

Responsibilities of the Superintendent with regard to basic instructional materials purchase and adoption:

1. designate an Instructional Materials Committee chairperson;
2. ensure that the established procedures for adopting basic and library materials are adhered to;
6. review recommendations from the Instructional Materials Committee for approval and notify the School Board of Directions at a scheduled meeting. The School Board will grant/deny approval of the basic instructional materials and library materials for adoption.
7. approve the purchase of all basic instructional materials which have been approved for adoption;
8. grant/deny approval of use of trial/experimental materials to be piloted up to one year.

ADOPTION

Basic instructional materials shall be adopted by the school board prior to their use in classrooms. Library materials are to be adopted within one year of titles being cataloged. Use of pilot materials need to be approved by the Superintendent and may be used up to one year; school board adoption is not required during the pilot. Supplementary materials, temporary materials, and reading lists shall not require board adoption.

Each building must have a list of basic instructional materials that have been approved by the school board for their respective grades, subjects, or courses and approved reading lists available. The administration office shall maintain a current listing of Board-approved materials.

Citizens are invited to review any instructional materials in current use or proposed for district purchase. Such review may be accomplished at the school or at the district administrative office. 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 knowledge of the district objectives and outcomes

## RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Should an individual wish to question specific material used in the school system, the concern should first be discussed with the teacher or librarian most directly involved with the material and then discussed with the building principal.

If the matter is not satisfactorily resolved, a formal written request for reconsideration or withdrawal of any text, book, or other instructional material may be made by completing a "Request for Reconsideration of a Book or Instructional Material" form (Form C-6), detailing the reasons for the complaint, and submitting the form to the building principal. This form is available in the school and administration offices. A request to remove an item from the school or limit its use will be acted upon according to the following district procedures.

The following steps shall be taken to assure timely consideration of a request for reconsideration:

1. The building principal will notify the Instructional Materials Committee (IMC) chairperson that a formal request for reconsideration of instructional material has been made.
2. The IMC chairperson will schedule a time and place for the hearing of the complaint by the Instructional Materials Committee (IMC) within ten (10) working days of the receipt of the request.
3. The IMC chairperson will notify the complainant and appropriate staff, including those using the material, of the scheduled meeting. Such notification shall include an invitation to present relevant information (oral or written) concerning the complaint and those requested to attend the meeting.
4. The IMC chairperson will make a written recommendation within ten (10) working days from the date of the meeting.
5. If the individual is not satisfied with the decision or response of the IMC, an appeal may be made to the Superintendent. Such appeal shall be in writing and shall include all prior decisions and a statement of the complaint and reasons for the appeal.
6. Within ten (10) working days, the Superintendent or designee will contact the grievant and arrange a mutually agreed-upon date and time to hear the grievant concerns. The Superintendent or designee will review the decision and will submit an administrative decision to the Board of Directors. The Superintendent will also inform the complainant and the staff members involved of the decision.
7. If the individual is dissatisfied with the decision of the Superintendent, an appeal to the Board of Directors may be made. Such appeal shall be in writing and directed to the Superintendent (who serves the office of Secretary for the Board) and shall include all prior decisions and a statement of the complaint and reasons for the appeal.
8. The Board shall have the discretion to accept or reject the matter for review. If it rejects the matter, the Superintendent's decision shall be final. If it accepts the matter, the Board will consider the appeal at the next scheduled meeting. At such meeting, the Board may hear arguments from the parties, review prior decisions and evidence, and make such inquiry as it deems necessary. The Board will render a written decision within ten (10) working days after this meeting unless additional time is needed. The Board will make final decisions on appeals.

## CONDITIONS FOR LOAN AND SALE OF INSTRUCTIONAL MATERIALS

Textbooks, supplies and other instructional materials are to be loaned to students free of charge, when in the judgment of the Board, the best interests of the District will be served by such a decision. The professional staff will maintain records necessary for the proper accounting of all badly damaged materials. New and used materials currently utilized in the instructional program will be replaced or sold, to students wishing to purchase them, at replacement cost of each item.

Materials no longer in basic or supplementary use will be sold at a price reflecting the depreciated value of the materials per District policy. Students shall have priority in the purchase of texts. Instructional materials that do not meet current district standards for subject content, sex balance, ethnic content, or are not repairable may be declared obsolete by the Superintendent and disposed of according to procedures in district Policy 3030.