

INSTRUCTION

Selection and Adoption of Instructional Materials

Elimination of Bias in Materials

Decisions for all materials shall use a process approved in the Teaching and Learning Department that includes consideration of the varied individual needs of students; opposing points of view; and respect for the diversity of American life including gender, religion, ethnicity and culture. The process will include steps that eliminate bias pertaining to sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal.

Major Textbook Adoption Process

The District Academic Officer initiates the process and forms a committee, following the processes identified in current procedure. Textbook recommendations are sent to the District Instructional Materials Committee (DIMC). DIMC members do not act as content experts, but rather they provide accountability to ensure that the adoption process was followed and the established criteria for making the decision were used.

Software or Online Programs

The process must be followed as outlined above, depending upon the intended use of the materials. The Director of Technology must review all programs before they are submitted to DIMC. This includes all materials with an online or software component.

Intervention and Extension Materials

A subcommittee coordinated and facilitated by the Director of Categorical Programs and Academic Support will review all submitted material and give a written summary of any concerns and make a recommendation to DIMC. The subcommittee will include both content and intervention experts, appropriate program directors, and at least one principal. To provide a systematic approach to the selection of appropriate interventions, the subcommittee will also research and identify research-based intervention materials that can be supported district-wide with materials and professional development.

The Intervention Materials Request must state the parameters for use:

- Grade level(s)
- Content area
- Appropriate intervention tier (core, strategic, intensive)
- Diagnosed learning deficit the intervention is designed to address
- Intended length of intervention program

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Supplemental Materials

Defined as materials used frequently, but for a short period of time or used to provide a major resource for a unit or group of lessons. The requesting teacher completes the "Request for Approval of Instructional Materials" form requiring review of materials from representative content area teachers from each applicable secondary school or at least one other elementary school. In addition, the material must be reviewed and have the signature of a principal, and appropriate director(s).

Plays and Musicals

Plays and musicals that will be used/performed outside of the school day, as part of an extracurricular program, are approved at the building/school level, with the principal responsible for the final approval.

Literary Works (novels, biographies, non-fiction works) Used for Whole Class or Small Group Instruction

The requesting teacher completes the "Request for Approval of Instructional Materials" form for the materials to be considered. At least two DIMC members review the form, read the materials, and make an initial recommendation to DIMC. DIMC makes a final recommendation to forward or not forward the materials to the Board for approval.

Incidental Materials

Defined as materials that are used infrequently or for a very short period of time. (Ex. films and documentaries – not R rated) Materials may be used without DIMC approval based on teacher and department head discretion, using the following criteria: relevance to curriculum, age appropriateness, language, sexual content, violence, and copyright laws. Teachers should use their judgment to, when appropriate, give advanced communication to parents and an opportunity for an opt- out/alternative activity.

Expiration Parameters

Materials approved by DIMC may be reconsidered by DIMC after seven years from date of approval at the request of a certificated staff member or administrator, or when there is a new major curriculum adoption in the same subject area. Classroom novels and plays do not have an expiration date.

Request to Challenge Adopted Instructional Materials

The Request for Reconsideration of Materials form, together with a copy of the challenged materials process, will be furnished to the complainant by the chairperson of the District Instructional Materials Committee (DIMC). When reviewing a challenge to adopted materials, the committee members will:

- a. Examine the Request for Reconsideration form.
- b. Read and evaluate the book/material in question.
- c. Study thoroughly all materials referred and read available reviews. The acceptance of the materials should be checked by consulting standard evaluation aids and holdings in other schools.

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Request to Challenge Adopted Instructional Materials (continued)

- d. Discuss the book/material in the context of the educational program and the audience for which it was selected.
- e. Consider the entire work, rather than extracting passages or parts. Weighing the values and faults against each other and weighing the conflicting opinions based on the materials as a whole.
- f. Base the final decision upon the appropriateness of the material for its intended educational use.

The decision of the District Instructional Materials Committee may be appealed by a concerned party to the Board of Directors, by submitting a written request to the Office of the Superintendent within 5 days of notice of the decision. The purpose of the Board of Director's review will be to determine whether the committee applied the appropriate criteria and followed the proper process.

The Superintendent or designee will notify the concerned parties of the findings of the Board's review.

If the correct criteria and process were followed by the District Instructional Materials Committee, the decision of the committee stands. If it is determined they were not followed, the Board of Directors will determine the outcome of the challenge.

The decision regarding challenged materials will not be subject to reconsideration for a minimum of three years, unless there is a substantive change of circumstances as determined by the superintendent or designee.

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January 28, 2013
January 31, 2012