

## **SELECTION OF INSTRUCTIONAL MATERIALS**

### **POLICY STATEMENT**

The legal responsibility and final authority for the choice of textbooks and other instructional materials to be used in the schools is vested in the school board.

Professional staff shall have predominant choice in the selection and use of instructional materials since the materials must be judged in terms of their use in conformance with philosophy and instructional goals of the district.

The right of parents to restrict instructional materials used by their children when the materials involve religious or moral issues will be respected; however, this right shall not extend to the imposition of the personal preference of an individual or of a minority upon all members of a particular class or upon members of the community.

### **PROCEDURE FOR THE SELECTION OF INSTRUCTIONAL MATERIALS**

The following guidelines for the selection of instructional materials shall be observed.

#### **I. NEED**

The administration and the professional staff determine the need for selecting instructional materials when existing materials are determined to be worn out, outdated, inaccurate, socially unfair, inappropriate in content, inappropriate for reading level, or inappropriate for other reasons.

#### **II. COMMITTEE ORGANIZATION**

The administrator of the level selecting materials shall appoint a committee consisting of subject matter or grade level teachers. When appropriate, the administrator may also appoint parents, students, or other resource persons. If administrators and board members wish to be included in the deliberations, they shall become members of the committee.

#### **III. COMMITTEE RESPONSIBILITIES**

- A. Establish time frame.
- B. Review purpose and scope of the selection task.
- C. Review curriculum objectives.
- D. Select or develop evaluation instruments.
- E. Evaluate a variety of materials for grade level appropriateness, social fairness, content, and physical qualities.
- F. Prepare a summary statement along with a recommendation for the adoption of selected materials.

- G. Submit recommendation through appropriate administrator to the superintendent for presentation to the school board.
- H. Display recommended materials for public reaction. This procedure is for the purpose of considering opinions of school district residents who are directly involved in the selection process.

#### IV. BOARD DECISION

The school board will review public reactions and will act upon committee recommendations.

#### V. SELECTION OF ALTERNATIVE MATERIALS

If the board does not accept the committee recommendation, the original committee will be apprised of the decision and will reconvene to select alternative materials, according to the prescribed procedure.

#### VI. RE-EVALUATION

Instructional materials should be evaluated continuously and systematically, but re-evaluation may occur at any time.