

Curriculum Development and Adoption of Instructional Materials

Work begins in October with overview of current materials and needs. Outline of actions ahead.

2021-2022	Math (6-12) & Foreign Language
2022-2023	Science (K-12)
2023-2024	Social Studies
2024-2025	Health and Fitness & the Arts
2025-2026	ELA

Instructional Materials Committee: Scope and Schedule

Instructional materials review and selection is one of the functions of the District Learning Improvement Team who will act as Manson School District's Instructional Materials Committee. The DLIT team will 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.

Selection of Instructional Materials: Responsibilities

The principal is responsible for insuring the continuing familiarity of his/her certificated staff with the requirements 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. Texts are major instructional materials for a given course.

Supplementary materials should support and augment the curriculum beyond what is provided by the adopted texts. They are to be selected by the staff with the understanding that the materials are subject to the criteria for selection of instructional materials.

(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).

Approval

Texts shall be approved by the committee. Supplementary materials shall not require committee approval.

Adoption

Texts shall be adopted by the board prior to their use in classrooms. Texts selected previously are exempt from this requirement.

Supplementary materials shall not require board adoption.

Tasks And Time Lines

Textbooks can be approved at any DLIT meeting and sent for adoption at the next board meeting. Following approval of a text by the DLIT team the text will be made available to the public for review and comment for a period of no less than 15 days. If public comment is given the superintendent may choose to delay requesting board approval until the DLIT team has had an opportunity to review public comments.

The following checklist is provided to help text selectors follow the above criteria. Selections which receive "fair" or "poor" ratings on any items should be avoided. 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:	Excellent/Good/Fair/Poor/Not-Applicable
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.	_____
10. Facilitates an environment open to discovery and experimentation.	_____

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

- A. Read reviews in professional periodicals through the curriculum office, state superintendent of public instruction, etc.
- B. Review copies of other available texts. The district curriculum office will order samples on request.
- C. Check the reading level of the text through use of a standard readability formula.
- D. Use tentatively selected materials according to pilot-use procedures.

Conditions for Loan and Sale of Instructional Materials

Free textbooks and other instructional materials may be made available for loan to students when, in the judgment of the superintendent, 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 instructional materials and will set forth conditions for student replacement of lost or badly damaged materials.

District instructional materials which students are not required to own may be made available to students who wish to purchase them. New and used materials currently utilized in the instructional program will be sold at the replacement cost of each item. Used materials no longer in basic or supplementary use will be sold at a price reflecting the depreciated value of the materials. 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 per district policy.

Removal of Instructional Materials

Instructional materials may be removed from collections at any time that they no longer meet the criteria for initial selection outlined in "Criteria for Selection of Instructional Material." Any instructional materials may be removed when the administration judges such removal to be in the best interests of the district. Ordinary procedures for withdrawal of materials are outlined below:

- A. Texts shall be removed from collections by the committee based on the criteria for selection in this procedure and on the availability of suitable replacement materials.
- B. Supplementary materials shall be removed from collections by individual certificated staff holding such collections based on the criteria for selection in this procedure and on the availability of suitable replacement materials.

Citizens Participation in the Instructional Materials Process

Citizens are invited to review any instructional materials in current use or proposed for district purchase. Such review may be accomplished at the school. 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:

- A. A variety of learning materials will be available for immediate perusal at any time.
- B. 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 who has a concern with an instructional material should notify the superintendent in writing of their concern. The superintendent will deliver the completed concern to the instructional materials committee, who will take the following steps to assure timely consideration of requests:

- A. 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 superintendent's receipt of the written concern.
- B. 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.
- C. 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 reconsideration.

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 reasonably 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.

Revised 11/24/08; 9/11; 04/1;; Revised 05/15; Revised 9/19; Revised 04/14/21