

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the School District's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the Superintendent or their designee the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:
 - 1. support the goals and objectives of the education programs;
 - 2. consider the needs, age and maturity of students;
 - 3. foster respect and appreciation for cultural diversity and varied opinion;
 - 4. fit within the constraints of the School District budget;
 - 5. are in the English language. Another language may be used, pursuant to Minn. Stat.;
 - 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and

7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
 8. illustrate the accurate contributions made by various groups to our national heritage and the world;
 9. illustrate historical and contemporary forces in society to enable users to recognize and understand social, economic, personal, and political problems;
 10. provide opportunities for students to examine various points of view in order to make decisions about issues or theories that could be considered controversial
- C. The Superintendent or their designee shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents and other interested members of the School District community. This procedure shall be coordinated with the School District's curriculum development effort and may utilize the Curriculum Advisory Committee. A complete recommendation must show evidence of meeting the following:
- meets local, state and federal standards,
 - facilitates learning connectivity from grade to grade and subject-to-subject articulation,
 - facilitates differentiation for both students and teachers,
 - provides meaningful assessments and progress measures,
 - facilitates the development of sustainable work plans for teachers' delivery of curriculum,
 - details "total cost of ownership" which includes purchase price of materials, as well as training costs, all subscriptions, enrichment materials, renewal fees, and a timeline for implementation,
 - provides evidence of thorough assessment of alternative curricular materials, and
 - provides research indicating effectiveness of chosen material in delivering academic results for a wide variety of students.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The Superintendent or their designee shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.

- B. The Superintendent or their designee shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the School District community relating to certain areas of the instruction program. Interested persons may request to the Superintendent or their designee an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.

VI. CHALLENGED MATERIALS (from 604.1)

- A. If a group or individual wishes to object to materials in the District that conflict with their own convictions, the following procedures will be utilized:
 - 1. The classroom teacher should be contacted regarding the concern. The concern should be stated in writing.
 - 2. If the issue is not resolved with the classroom teacher the complainant should bring the concern to the building administrator. The concern should be stated in writing.
 - 3. If the issue is not resolved with the building administrator the complainant must file his/her objection in writing to the Superintendent of Schools.
 - 4. The Superintendent or his designee will then examine the challenged materials and check the general acceptance of the materials by reading professionally accepted reviews.
 - 5. The Superintendent or his designee will weigh the values and faults of the materials and will judge the material as a whole, rather than taking into account individual words, phrases or incidents.
 - 6. The Superintendent or his designee will establish a committee consisting of seven individuals: three community members, one school board member, two instructors and one curriculum director or similar type person. This committee will meet to discuss the challenged material and prepare a written report to the Superintendent.
 - 7. The Superintendent will make a decision regarding the challenged material based on his own review of the materials and the committee's recommendations.

8. The Superintendent's decision may be appealed to the Board of Education within sixty (60) days.

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