

## **INSTRUCTIONAL MATERIALS**

1.0 The Board of Education, in compliance with Colorado laws, shall prescribe textbooks for courses of instruction. The Superintendent shall make textbook recommendations to the Board of Education.

2.0 The Learning Services Department shall be responsible for the textbook and materials selection process. The selection committee shall include interested and/or knowledgeable personnel and District residents.

3.0 Schools shall request approval of instructional materials as provided in Exhibit A and shall submit the request form provided in Exhibit B.

4.0 Instructional materials shall be selected which:

4.1 place principle above personal opinion and reason above prejudice;

4.2. enrich and support the curriculum taking into consideration the varied needs, interests, abilities, and maturity levels of pupils served;

4.3. stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;

4.4. set forth opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media;

4.5. represent the many religious, ethnic, and cultural groups and their contributions to our American heritage; and,

4.6 show concern for fairness toward all individuals and groups.

5.0 All instructional materials which are to be formally approved by the Board of Education shall be publicly displayed for examination for a period of ten (10) school days prior to such approval.

6.0 District residents may challenge the use of instructional materials through the procedures set forth by Code: 1500.

## Exhibit A

### Adams 12 Five Star Schools Process for School-based Instructional Materials Approval

1. School representative will check database to be sure that material is not approved for another grade level.
2. School representative will fill out and submit the form to the appropriate specialist(s) in Learning Services.
3. Specialist(s) will review the following:
  - appropriate reading and interest level for the proposed audience
  - alignment with Curriculum Framework(s)
  - previously approved titles to be certain title is not used at another grade level
  - interdisciplinary connections, if appropriate, especially to be certain that book is not part of another content at another grade level

**NOTE:** *Specialist may request a copy of material for evaluation.*

After review, the form will be sent back to the school
4. Submit material for parent / public approval:
  - School Improvement Team
  - Parent Newsletter
5. Resubmit form, along with SIT and principal signature to Learning Services.
6. Learning Services will submit form for Superintendent and Board of Education approval. Upon approval, material will be sent to the Director of Curriculum and added to the District Approved Materials database.
7. Specialist will notify school regarding approval.
8. Content specialist will notify other District schools at the impacted grade level (primary, intermediate, middle school, or high school) that the material has been approved for that grade level.

#### **Read Alouds:**

Generally, read alouds are considered supplementary instructional materials and do not require formal book approval. If a read aloud is used as the *primary curriculum text*, then it needs approval. If it is supplementary, then it does not. Read alouds, regardless of how they are used, should be at an appropriate interest level for the grade level where they are used. Also, if a book is approved for another grade level, it should NOT be used at another/earlier grade level without notification to grades/schools for whom the book has been approved. Please practice professional courtesy and check with schools in your feeder system if you plan to use books that they have approval for and might be using for whole class instruction.

*Upon Superintendent and Board of Education approval, school will be notified, a copy of the approval form will be sent to the Director of Curriculum, and the title added to the District Approved Materials database. Content specialist will notify other District schools of the approval.*

**Exhibit B**

**Request for School-Based Instructional Materials**

*Please send typed/printed form to the appropriate content area specialist in the Learning Services Department.  
Submit a separate form for each title or leveled book set.*

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
Teacher(s) Submitting Request: \_\_\_\_\_  
Content Area(s): \_\_\_\_\_  
Title: \_\_\_\_\_  
Author: \_\_\_\_\_  
Publisher: \_\_\_\_\_ Pub Date: \_\_\_\_\_  
\_\_\_\_\_ novel \_\_\_\_\_ textbook \_\_\_\_\_ anthology \_\_\_\_\_ software \_\_\_\_\_ nonfiction \_\_\_\_\_ level book set  
Reading Level: \_\_\_\_\_ Recommended Interest Level: \_\_\_\_\_

This material aligns with the following District Curriculum Framework(s) standards and/or strategies and expectations:

This material will be used in the following class(es):

This material addresses the following student needs:

This material provides the following interdisciplinary connections: (optional)

**Process for school-based instruction materials approval:**

\_\_\_\_\_ Check data base to make sure material is not approved for another grade level  
\_\_\_\_\_ Submit form to appropriate specialist in Learning Services  
\_\_\_\_\_ Content Specialist Initial Approval: \_\_\_\_\_ Signature \_\_\_\_\_ date  
\_\_\_\_\_ Bring title to School Improvement Team, print notice in school newsletter, and have available for parents to read for two-week period  
\_\_\_\_\_ Notice in school newsletter: date \_\_\_\_\_  
\_\_\_\_\_ School Improvement Team discussion: date \_\_\_\_\_

\_\_\_\_\_ School Improvement Facilitator Signature  
\_\_\_\_\_ Principal Signature

\_\_\_\_\_ Resubmit form to specialist for final approval.

Approved for \_\_\_\_\_ Primary \_\_\_\_\_ Intermediate \_\_\_\_\_ Middle School \_\_\_\_\_ High School

\_\_\_\_\_ Learning Services Approval: \_\_\_\_\_ Signature \_\_\_\_\_ date  
\_\_\_\_\_ Superintendent Approval: \_\_\_\_\_ Signature \_\_\_\_\_ date

*Upon Superintendent approval, school will be notified, a copy of the approval form will be sent to the Director of Curriculum, and the title added to the District Approved Materials Data Base.  
Content specialist will notify other District schools of the approval.*