

## 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. For the purposes of this Policy, the term “textbooks” means the instructional materials that are the primary set of materials teachers use to guide the instructional activities of a course of study and, thereby, meet the Colorado Academic Standards. The set of instructional materials for a course of study may be a single textbook or multiple books and may include such materials as workbooks, novels, literature and resource supplements and activity kits.
  - 1.1 Primary versus Supplemental material will have a consistent definition across content areas and grade levels and will determine whether or not instructional materials are subject to the review process outlined in this policy.
    - 1.1.1 Primary Instructional Materials are defined as materials which form the basis of core instruction over an extended period of time (i.e. more than a couple of days). These materials require Board approval prior to being used in the classroom (e.g. textbooks, anthologies, whole-class or managed choice novels).
    - 1.1.2 Supplemental Instructional Materials are defined as materials which are used to support or enhance the primary instructional materials and/or will be used for a limited amount of time (i.e., no more than three (3) days). These materials do not require Board approval prior to being used in the classroom (e.g. classroom libraries, articles, excerpts).
- 2.0 The Learning Services Department shall be responsible for the textbook selection process.
- 3.0 District-wide Instructional Materials Selection Process: This process shall apply to initial approval of instructional materials selected to be available for District-wide use or review of materials for District-wide use after having been approved for use in an individual school that has followed the process outlined in Exhibit A.
  - 3.1 An instructional materials selection committee (“the committee”) will evaluate textbooks against the criteria stated in this policy. The committee will be composed of representatives from multiple stakeholder groups and include the following:
    - 3.1.1 The Chief Academic Officer, (CAO), or designee shall act as the Chairperson for the Committee;
    - 3.1.2 District-level staff members with appropriate content expertise in the area being considered for selection, as determined by the CAO or designee;
    - 3.1.3 Three principals who collectively represent each school level, as determined by the CAO or designee after receiving input from District administrative staff members;
    - 3.1.4 Three teachers who collectively represent each school level as determined by the CAO or designee after receiving input from District administrative staff members and the District Twelve Educators’ Association;
    - 3.1.5 Three parents who collectively represent each school level
    - 3.1.6 Two business and/ or community members who do not fall into one of the above described categories;
    - 3.1.7 Three student representatives from different high schools;
    - 3.1.8 At the discretion of the CAO or designee, additional members with relevant expertise, not otherwise represented, to address a particular recommendation.

- 3.1.9 Between the parent representatives designated in 3.1.5 and the business or community members designated in 3.1.6, collectively those members will represent all five Board of Education director districts.
- 3.2 The committee will operate using a consensus model and if no consensus can be reached among the committee members, the CAO will make a recommendation to the Superintendent based on the best interests of the students in the District.
- 3.3 The CAO or designee shall have the responsibility for adopting appropriate bylaws for the selection committee. Said bylaws shall be aligned with the provisions of this policy.
- 3.4 The committee will make a written recommendation to the Superintendent that reflects the consensus of the group and if no consensus exists, the written recommendation will contain the decision of the CAO and the written viewpoint of those who have opposing recommendations.
- 3.5 After undergoing the review process, if a textbook is not recommended for approval by the committee, the committee may be asked to reconsider its decision after two academic years subsequent to the current year have concluded. A local school is not prohibited from approving use of a textbook that has not received District-wide approval by following the process outlined in Exhibit A.
- 3.6 If the committee determines that instructional materials approved for use at a school in accordance with Exhibit A will not be recommended for District-wide use, the instructional materials remain approved for use in the school that followed said process.
- 3.7 The committee will meet a minimum of once per school year.
- 3.8 At one meeting per year as designated by the CAO, the committee will review all textbooks that have been approved for use at individual schools pursuant to the process outlined in Exhibit A to determine if the textbooks will be approved for District-wide use.
- 3.9 In evaluating instructional materials being recommended for approval, the committee will take into consideration the following criteria, use them as the basis for making its decision, and recommend for adoption instructional materials that:
  - 3.9.1 Align to Colorado Academic Standards for the content area under consideration;
  - 3.9.2 Align with the defined 21st Century Skills for Colorado Learners;
  - 3.9.3 Address students' needs relevant to instruction in the content area based on available data;
  - 3.9.4 Place principle above personal opinion and reason above prejudice;
  - 3.9.5 Enrich and support the curriculum taking into consideration the varied needs, interests, abilities, and maturity levels of pupils served;
  - 3.9.6 Present material in a manner which is grade level appropriate for students;
  - 3.9.7 Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
  - 3.9.8 Set forth opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media;
  - 3.9.9 Represent the many religious, ethnic, and cultural groups and their contributions to our American heritage; and,
  - 3.9.10 Show concern for fairness toward all individuals and groups.
- 3.10 The recommendations from the committee will be given to the Superintendent for presentation to the Board of Education during its consent agenda at a regularly scheduled Board meeting.

- 3.11 All instructional materials that will be considered by the committee for recommended approval to the Board of Education shall be publicly displayed at the Educational Support Center for a period of ten school days prior to the committee's meeting and consideration of the materials. No later than ten school days prior to the Committee's meeting, the committee agenda and information related to the instructional materials to be considered will be posted on the District's website and the Committee meetings will be noted on the District calendar. If the instructional materials to be considered contain mature content, as addressed below, a description of the mature content will be included with the information on the website. An opportunity will be provided to stakeholders to provide written comment about the materials for the committee's consideration.
- 3.12 The criteria outlined in 3.9 are the criteria that shall be used by the individual schools when implementing the process outlined in Exhibit A.
- 4.0 District students enrolled in a District school, and their parents, may challenge the use of instructional materials approved for use throughout the District through the procedures set forth by Superintendent Policy 1500, Section 4.0. Students enrolled in a District school, and their parents, may challenge instructional materials approved for use at a specific building pursuant to Section 3.5 and Exhibit A, through the procedures set forth in Superintendent Policy 1500, Section 3.0.
- 5.0 Mature Content: The following process will be used when approved District instructional materials contain mature content, defined as violence, sex and/or profanity.
  - 5.1 If instructional materials that contain mature content are offered in a particular class, parents, on behalf of their child, may opt out of participating in class when the instructional materials with mature content are offered.
  - 5.2 Schools will provide equally appropriate text and standards based instruction for any students who opt out of reading instructional materials with mature content.
  - 5.3 When high school course syllabi are provided to parents and students, they will include a list of instructional materials for the course. For novels that are to be used, the following information will also be provided: a description of the novel, including citation to the source of the description; a statement of the literary merit of the novel; a notation of any mature content, defined as violence, sex and/or profanity, contained in the novel. Multiple website links with information on the text will be listed on the syllabi and posted on the school websites, along with the list of District-approved novels, if the novel contains mature content, defined as violence, sex and/or profanity. The syllabi shall include a statement, in bold type, stating as follows: "Parents or students may opt-out from novels with mature content by providing a written request for assignment of alternate material to the instructor at least five school days prior to the planned commencement of the coverage of materials with mature content so that the instructor has adequate time to identify alternative materials and instructional supports for the student. An opt-out notice provided less than five school days in advance of the commencement of the coverage of materials shall not preclude the student/parent from opting out but may delay the identification of alternative materials and implementation of alternative instructional supports."

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

1. Using the online Board Approved Materials database, the teacher submitting material for consideration will confirm that the material has not been previously approved.
2. The Submitting Teacher will work with the Department Instructional Leader, the Grade Level Leader, and/or the Standing Committee Representative to complete and submit all necessary paperwork outlined in Exhibits A and B to the appropriate Content Coordinator in Learning Services for initial review.
3. The Content Coordinator will verify that requested material is not previously approved, or approved for a different content/ level, and will conduct an initial review for the following items:
  - compliance with criteria stated in District Policy 6230 Section 3.9.
  - alignment to District Curriculum and/or content standards.
  - appropriate reading and interest level for the proposed audience.
  - interdisciplinary connections, as appropriate.

Once the initial review is completed, the Content Coordinator will send paperwork back to the school.

NOTE: Content Coordinator may request a copy of the instructional material for evaluation.

4. After review by the Content Coordinator, the School Representative will submit the material for principal consideration. Principals should consider both the educational value of the material as well as budgetary implications.
5. After review by the principal, the School Representative will submit material for school-level parent / public consideration through the following forums:
  - Parent Newsletter: A notice of the title(s) requested as well as descriptions of the material including notation of any mature content is to be published in the parent newsletter no later than 10 school days prior to the School Accountability committee (SAC) meeting.
  - Display of Materials: Material submitted for approval should be placed on display in the school for 10 school days prior to the School Accountability Committee (SAC) meeting.
  - School Accountability Committee (SAC): Material, rationale, and any written comments received while material was on display should be brought to SAC meeting for discussion and consideration.
6. School Representative will submit the necessary paperwork outlined in Exhibit B, along with principal and SAC Facilitator signatures, to the Content Coordinator.
7. Learning Services will submit all necessary paperwork, including signatures, to the Superintendent and Board of Education for school-level approval, as needed.
8. The Content Coordinator will notify School Representative upon approval, after which time an individual school may begin using the instructional materials.
9. Documentation of School-Based Instructional Materials approval will be sent to the Chief Academic Officer or designee and the materials will be added to the Board Approved Materials database where it will be listed as approved for the individual school only.
10. The school will be required to provide copies of the material to be used during the District-wide Instructional Materials Selection Committee meeting where the committee will review the instructional material for potential District-wide approval.
11. If the Committee recommends approval of the material, upon Superintendent and Board of Education approval, the title will be added to the Board Approved Materials database for District-wide use.

Request for School-based Approval of Instructional Materials

Please send typed/printed form to the appropriate Content Coordinator in the Learning Services department. Submit a separate form for each title or leveled book set. Only materials which are submitted using this process appropriately will be considered for approval.

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Content Area(s): \_\_\_\_\_

Teacher(s) Submitting Request \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Text type:  novel  drama  textbook  anthology  nonfiction  level book set  
 other (please describe):

Rationale for Request: (additional pages may be attached):

This material aligns with the following Adams 12 curriculum and/or content standards:

The material meets the criteria in Superintendent Policy 6230 Section 3.9 in the following manner:

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)

**Checklist for Instructional Materials Approval (complete the following steps in order):**

\_\_\_\_\_ Check online District Approved Materials database to ensure that proposed instructional material has not been previously approved.

\_\_\_\_\_ Obtain the following signatures:

- **Teacher Submitting** has read text and advocates use as a primary resource at recommended grade level. Signature \_\_\_\_\_ Date \_\_\_\_\_
- **Additional Grade Level teacher(s)** has read text and supports use as a primary resource at recommended grade level. Signature \_\_\_\_\_ Date \_\_\_\_\_
- **Instructional/Grade-Level Leader** supports use as a primary resource at recommended grade level. Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Submit completed paperwork and necessary signatures to Content Coordinator for initial consultation.

- Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Submit request to principal who will consider both the educational value and budget implications of the proposed materials.

- Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Receive approval from School Community:

- Print notice in school newsletter and have materials available for parents to read for 10 school days.
  - Notice in school newsletter: Date \_\_\_\_\_
  - Materials available from: Date \_\_\_\_\_ to \_\_\_\_\_
- Bring materials and any community comments to School Accountability Committee.
  - Discussion Date \_\_\_\_\_
- SAC Facilitator Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Resubmit all necessary paperwork and signatures to Content Coordinator for school-based approval.

- Executive Director of Curriculum and Instruction \_\_\_\_\_ Date \_\_\_\_\_
- CAO Signature \_\_\_\_\_ Date \_\_\_\_\_
- Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Upon completion of the process outlined above, an individual school will be notified, a copy of the approval form will be sent to the Chief Academic Officer or designee who will bring it to the Board of Education at a regularly scheduled meeting. The title will be added to the Board Approved Materials database for individual school use by the end of the academic year.