

Board Policy

Code No. 605.1R1

SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT REGULATION

I. RESPONSIBILITY FOR SELECTION OF MATERIALS

- A. The Board of Directors is legally responsible for all matters relating to the operation of the Bettendorf Community School District.
- B. The authority for the selection of instructional materials is delegated to the professionally trained and certificated staff employed by the school system. For the purpose of this rule the term "instructional materials" includes printed and audio-visual materials (not equipment), whether considered text materials or media center materials (media).
- C. While selection of materials involves many people (principals, teachers, library media specialists, students, supervisors, and consultants), the responsibility for coordinating the selection of media materials and making the recommendation for purchase rests with certificated media personnel. For the purpose of this rule the term "media specialist" includes librarians, school media specialists or other appropriately certificated persons responsible for selection of media.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the vertical curriculum committees. For the purpose of this rule the term "text materials" includes textbooks and other print and nonprint materials provided for use of a total class or a segment of such a class.
- E. Certificated staff choosing instructional materials to supplement and expand their curriculum must exercise special care in selection. If these materials have not been authorized through the specified process for selection of instructional materials, the individual teacher must judge these materials by the selection criteria set forth in Section II.

Teachers must keep the building principal informed of added materials in their classrooms. Principals will make a dedicated effort to communicate with teachers and will remind them of their joint responsibility to provide appropriate learning materials for students.

II. CRITERIA FOR SELECTION OF MATERIALS

- A. The following criteria will be used as they apply:
 1. Materials shall support and be consistent with the general educational goals of the District and the objectives of specific courses.
 2. Materials shall meet high standards of quality in factual content and presentation.
 3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
 4. Materials shall have aesthetic, literary, or social value.
 5. Materials shall be chosen to foster respect for women and minority and ethnic groups, the elderly and the handicapped, and shall realistically represent our pluralistic society, along with the roles and life styles open to both women and men in today's world. Materials shall be designed to help students gain an awareness and understanding of the many important contributions made to our civilization by women and minority and ethnic groups, the elderly and the handicapped.

Materials shall clarify the multiple historical and contemporary forces with their economic, political, and religious dimensions which have operated to the disadvantage or advantage of women, and minority and ethnic groups, the elderly and the handicapped. These materials shall present and analyze intergroup tension and conflict objectively, placing emphasis upon resolving social and economic problems.

Materials shall be chosen to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in a pluralistic, non-sexist society.

6. Materials shall be selected for their strengths rather than rejected for their weaknesses.
 7. Biased or slanted materials may be provided to meet specific curriculum objectives.
 8. Physical format and appearance of materials shall be suitable for their intended use.
- B. The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.

Reference: 603.9R1 (Teaching Controversial Issues)

III. PROCEDURE FOR SELECTION OF MATERIALS

A. Media Center Materials (Media)

1. In selecting materials for purchase for the media center, the library media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purpose of this rule, the term "media center" is the space, room or complex of rooms and spaces designated as a library, media center, instructional materials center or similar term. It may include units not contiguous to the center where facilities dictate. These units would include but not be limited to resource centers, production centers, and television studios.
2. Recommendations for purchase will be considered from faculty and student body.
3. Gift materials shall be judged by the criteria in Section II and shall be accepted or rejected by those criteria.

Refer to: 402.4 (Gifts to Employees)

4. Selection is an ongoing process which shall include the removal of materials no longer of educational value and the replacement of lost and worn materials still of educational value. (605.1R2)
5. Selections for purchase are forwarded to the office of the Superintendent/designee through the building principal in charge of the attendance center.

B. Text Material

1. Criteria for selection of text materials shall be consistent with the general criteria for materials selection noted in Section II.
2. Existing vertical curriculum committees shall serve as text evaluation/selection committees. Appropriate subject area, instructional level, and media personnel shall be included, when possible, in each committee. Procedures for textbook adoptions are included in Board Policy 602.1R

3. The committee shall present its recommendation(s) to the Superintendent/designee.
4. The Superintendent/designee and the vertical curriculum committee(s) shall present the recommendation(s) to the Bettendorf Board of Directors.

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