

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
- 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. Instructional materials involving technology should follow criteria outlined in Board Policy 605.4.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the Superintendent's designee. For the purpose of this rule the term "text materials" includes textbooks and other print and non-print materials provided for use of a total class or a segment of such a class. The process for choosing these materials is outlined in Section II.
- E. Certified 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 III.

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 MAJOR PROGRAM MATERIALS

1. The Superintendent's Designee will establish a committee and determine the scope of the committee's responsibilities. An effort to establish regular meetings and communicate with other teachers about the process will be initiated.
2. The committee will review the District's guaranteed and viable curriculum, perform additional research, review of student achievement data in appropriate grade levels for a particular area, and analyze existing curricular materials.
3. The committee will seek sample texts and related materials from various publishers. The committee will review texts objectively in light of the district's guaranteed and viable curriculum and adherence to the General Accreditation Standards. A rating instrument will be utilized to screen and evaluate texts. The rating instrument must take into account the criteria outlined in Section 3.
 - a. The committee discusses the strengths and weaknesses of all texts curriculum materials and narrows the selection for adoption.
 - b. The committee utilizes an appropriate evaluation instrument to determine the instructional materials that best matches student achievement needs of the District.

- c. The committee secures a bid and delivery date from the publisher. The committee secures budget information from the Superintendent's designee.
 - d. Final selection is made by the committee. Committee members should present their findings to appropriate faculty with explanations as to why the selected instructional materials best meets the student achievement needs of the District.
4. Recommendations for adoption instructional materials are made to the Superintendent's designee and submitted to the Superintendent for presentation to the Board of Directors.
5. Library media, special education, talented and gifted, and other personnel may be contacted for input regarding supplementary materials appropriate for any adoption.
6. Plans for professional development of all teachers who will be using the materials should be arranged by the Superintendent's designee.
7. Following adoption of a series (or program), the Superintendent's designee will develop a plan for follow-up evaluation of the materials.

III. CRITERIA FOR SELECTION OF SUPPLEMENTAL 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 lifestyles 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)

IV. 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 shall present the recommendation(s) to the Bettendorf Board of Directors.

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