

Course Design, Selection and Adoption of Instructional Materials

The Board recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the course designs shall be evaluated, adapted and developed on a continuing basis. Instructional materials shall be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve college and career readiness.

Instructional Materials Selection Process for Instructional Materials Cooperative Items

The ESD Instructional Materials Cooperative (IMC) will utilize the following process for selection of all instructional materials:

The selection of instructional materials shall be made by the staff of the ESD with advice and recommendations from the Instructional Materials Cooperative Advisory Committee or its designee(s). A designee may be used for advice and recommendation for purchase decisions requiring immediate action.

The selection of instructional materials process shall include, but not be limited to, the following criteria:

- 1) Instructional materials shall enrich and support the curriculum taking into consideration the varied instructional needs, abilities, interests and maturity levels of the students served.
- 2) Instructional materials shall stimulate student growth in reasoning skills, factual knowledge, physical fitness, literary appreciation, aesthetic values and the development of ethical standards.
- 3) Instructional materials shall be of sufficient variety so as to present opposing views of controversial issues in order that young citizens may develop skills of critical analysis and informed decision making.
- 4) Instructional materials shall be free of sexual, racial, cultural and ethnic bias or stereotyping, and shall reflect differing points of view and different approaches to current problems.

Procedures for resolving any appeal relative to the use of IMC instructional materials in a local school district shall be considered the responsibility of the local school district.

Instructional Materials Selection Process for Other Instructional Materials Managed by the ESD

Materials managed by the ESD shall be defined in this case as those materials:

- 1) Used to provide direct services to students by the ESD teachers, instructional aides or other personnel.
- 2) Used as part of a grant or program administered by the ESD.

The ESD will utilize the following process for selection of instructional materials managed by the ESD:

- 1) The selection of instructional and supplementary materials is hereby delegated to the professionally trained personnel employed by the ESD and are subject to review and approval by the Board of Directors. The selection and screening of all instructional material shall be a continuing and cooperative process in which both administrators and teachers participate where appropriate.
- 2) The ESD professionally trained staff has the responsibility for making sure that instructional materials are used at the appropriate grade or instructional level.
- 3) The selection of instructional materials process shall include, but not be limited to, the following criteria:

- a) Instructional materials shall enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests and maturity levels of the students served.
- b) Instructional material shall stimulate student growth in reasoning skills, factual knowledge, physical fitness, literary appreciation, aesthetic values and the development of ethical standards.
- c) Instructional materials shall be of sufficient variety so as to present opposing views of controversial issues in order that young citizens may develop skills of critical analysis and informed decision making.
- d) Instructional materials shall be free of sexual, racial, cultural and ethnic bias or stereotyping, and shall reflect differing points of view and different approaches to current problems.

A written complaint about materials managed by the ESD may be filed with the ESD Superintendent. Complaints shall be addressed in accordance with procedures that are approved by the Superintendent.

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