

Unity School District - Board of Education

Board Policy 361.1

~~Textbooks, Supplemental Materials, & Instructional Media~~ Learning Resources Selection

Last Revised 10/8/2019

TEXTBOOKS, SUPPLEMENTAL MATERIALS, & INSTRUCTIONAL MEDIA SELECTION

Unity Board of Education, as the governing ~~body~~ board of the District, is legally responsible for all educational materials relating to the operation of the District.

This policy is to give direction to employees in the selection of textbooks, supplemental materials and instructional media.

The Board of Education shall delegate to the District Administrator the authority and responsibility for selection of all print and non-print curriculum materials.

The textbook or set of instructional materials shall serve as the foundation for the majority of the course content.

Specific expectations must be addressed in order to make informed decisions regarding selection:

1. **PHILOSOPHY:** The philosophy of the selected materials must be consistent with the philosophy of the instructional program for which it is selected.
2. **CURRICULUM:** A reasonable match must exist between the curriculum proposed by the assessment materials and the curriculum of the instructional program in order for students to reach the goals set for the program. New materials shall be aligned with the District's Standards, and curriculum scope and sequence.
3. **READABILITY OF MATERIALS:** The readability of the text must match the skill level of the intended audience challenging students' abilities and holding their attention.
4. **CONCEPT LOAD:** The concept load of the text must match the prior knowledge level of the intended audience.
5. **CULTURAL AND ETHNIC BALANCE:** Text materials must be void of stereotyping or cultural prejudice.
6. **ORGANIZATION AND FORMAT:** The organization and format of the text and support materials must be appropriate for the intended audience and be an asset to instruction. The availability and quality of teacher resource materials must also be a consideration.
7. **DURABILITY:** Instructional materials are packaged in a variety of ways and must be examined from the standpoint of durability, which would address such considerations as hard or soft covers, bindings, sewn or stapled, paper of varying weight and quality. Media materials must also be reviewed for durability and interoperability with existing district technology.
8. **TECHNOLOGY INTEGRATION:** Instructional materials are to have adequate supplemental online or technology activities and resources.
9. **COST:** Attention must be given to direct cost of the text materials, the cost of supplementary materials necessary for the continued success of the program, replacement cost for consumable components, and the cost of professional development training for teachers who will use the materials.

SEQUENCE OF EVENTS FOR SELECTION: The Curriculum Pathway is a document that is a component of the District's Long-Range Plan. This Curriculum Pathway will schedule when specific curriculum materials will be selected and implemented, based upon a rotating basis. The District Administrator may convene a curriculum committee, as deemed necessary, to review existing curriculum and to review potential replacement materials.

Regarding the selection of materials, an examination copy of any supplementary print or non-print

materials should be available before any item is ordered.

A designated member of the District Administrator's staff shall notify the publishers of textbooks in the subject areas opened for adoption by the Board and through this official correspondence invite publishers to file samples of texts and related materials with the School District.

The assigned Curriculum Committee shall study and evaluate available materials and make recommendations to the District Administrator concerning the subject area concerned.

The assigned Curriculum Committee shall present the recommendations for textbook adoptions to the District Administrator prior to the May meeting of the Board of Education. Exceptions to this timeline may be granted by the District Administrator.

After considering the confidential report and recommendation from the assigned Curriculum Committee, the District Administrator shall make his/her recommendations to the Board of Education.

COMMUNICATIONS WITH PUBLISHERS:

Publishers' representatives shall not be permitted to solicit individual teachers concerning a textbook adoption in any school during the period of time a subject is opened for adoption, or to invite any teacher to a publisher-sponsored social event.

GUIDELINES FOR SELECTION OF INSTRUCTIONAL MEDIA:

All media shown during regular instruction time should have clear educational value, i.e., have specific ties to current curriculum topics or objectives. Popular media must be age-appropriate and historically accurate. Media will be previewed by the teachers to ensure that they are age-appropriate.