INSTRUCTIONAL MATERIALS

The Board is legally responsible for the selection and the provision of necessary instructional materials used in the District. The Superintendent of Schools is delegated the authority for the selection of instructional materials, including print materials, online materials for approved courses, equipment, manipulatives, instructional technologies, library collections, and media materials in accordance with this policy.

Materials will be based on the following principles and be used to provide quality learning experiences for students that:

- Support and enrich the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make informed judgments;
- Present viewpoints of controversial issues;
- Are representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of the American society.
- Are matched to the appropriate skill levels of students.
- Emphasize that the freedom to read is essential to a democratic and pluralistic society.
- Place principle above personal opinion and reason above prejudice in the selection of materials of high quality.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies shall be reviewed at regular intervals not to exceed ten (10) years. All instructional materials shall be sequential, be available consistently across grades and schools, and must be compatible with previous and future programming.

The Superintendent of Schools is charged with ensuring that a policy directs the process for conducting a review of alleged inappropriate materials.
CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS

1. Material shall support and be consistent with the current educational goals and objectives of instructional programs.

2. Material shall meet standards of high quality in factual content.

3. Material shall be appropriate to the subject area and for the age, ability level and social maturity of the students for whom the material is selected and used.

4. Material shall have aesthetic, literary, or social value.

5. Material shall be selected for the strength and not its weaknesses; and therefore, bias or slanted material may be used to meet a specific instructional objective.

6. Material shall be chosen to foster respect for minority groups, women, and ethnic groups in order to assist students in gaining an awareness of the contributions made to our society by those minorities.

7. Material shall be chosen that will assist in motivating students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights, and privileges as citizens in a democratic society.
SELECTION PROCESS

Textbooks, Workbooks

The responsibility to review and select textbooks and workbooks to be recommended to the Superintendent of Schools for use by students, shall rest with the professional staff members.

Grade one through eight materials shall be selected to be used district-wide. Therefore, an administrator will be named by the Superintendent of Schools to oversee the selection process and make the recommendation.

The Selection Committee shall include these minimum members:

- (1) Principal
- (8) Subject matter teachers representing each of the grade levels
- (1) District-wide coordinator or director when the position exists for the subject area

Salem High School shall have a Selection Committee of these minimum members:

- (1) Subject matter director
- (2) Subject matter teachers

The principal shall make a recommendation to the Superintendent of Schools.

Procedure for Selection of Library and Media Resources

- The Director of Literacy and Instructional Assessment shall be responsible to organize and monitor the selection process and to make recommendations to the Superintendent of Schools.
- Worn or missing items are replaced systematically after review for appropriateness.
- School personnel should be requested to make recommendations for needed materials.
- There will be a search of reputable unbiased professional reviews.
- If formal reviews are unavailable, an informal review shall be completed by at least five (5) professionals selected by the Director of Literacy and Instructional Assessment by appropriateness in subject matter expertise and/or grade level.
- Gift materials shall meet the criteria set by policy as judged by the Director of Literacy and Instructional Assessment.