

Textbooks and other classroom instructional materials and resources, including audio-visual and digital resources, shall be carefully selected using the general criteria outlined in this policy and in accordance with established District procedures. All textbooks and other instructional materials and resources selected for use in the classroom shall support the District's mission, goals, curriculum plans and academic standards.

I. DEFINITIONS

- A. Core Instructional Materials and Resources. Core instructional materials and resources shall mean those instructional resources that are considered a primary or core component for implementing the District's curriculum.
- B. Instructional Materials and Resources. Instructional materials and resources shall mean print and non-print resources used by classroom teachers to convey the essential knowledge and skills of a subject in the District's curriculum to students. Instructional materials and resources shall include, but not be limited to, textbooks, workbooks, maps, films, graphs, flowcharts, diagrams, charts, tables, handouts, tests, quizzes, projects, online resources and applications, computer software and other digital media. These include materials and resources derived or created from core curriculum, materials or resources that have been approved by the board of education.
- C. Supplemental Instructional Materials and Resources. Supplemental instructional materials and resources shall mean those instructional materials and resources that are used to support the District's curriculum, enhance instruction, expand the opportunities for student mastery of subject matter or to meet particular student needs.

II. REVIEW AND SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS AND RESOURCES

- A. The Board of Education delegates the general review and selection of textbooks and other classroom instructional materials and resources to the District's administrative and instructional staff. The process shall involve obtaining input from at least one or

more members of the instructional staff who will be using the materials or resources and will be facilitated by the Director of Teaching and Learning.

- B. The Board of Education, as the governing body of the District, is legally responsible for all educational materials and resources utilized within the instructional program. The selection of educational materials and resources is delegated to the professionally trained and certified personnel employed by the District. The responsibility for coordinating and maintaining qualitative standards in the selection process rests with the Director of Teaching and Learning, under the direction of the District Administrator. Textbooks and resources considered primary for implementing District curriculum, however, must be formally adopted by the Board of Education.
- C. Textbook selection recommendations shall be submitted to the Board for review and adoption as required by law. The purchase of instructional materials and resources using District funds shall follow established purchasing procedures.
- D. Selection Criteria. When selecting textbooks and other instructional materials and resources for use in the classroom, consideration shall be given to each of the following factors, allowing for the possibility that, in some cases, staff may determine that a particular factor is not especially relevant:
 - 1. The extent to which the materials or resources are judged to support and enhance student learning of the subject area(s) being taught, as identified with the input of instructional staff and based on relevant research;
 - 2. The extent to which the materials or resources (and particularly textbooks) facilitate the District's ability to provide students with an appropriately sequential curriculum, both within a grade/course and from one grade/course level to the next;
 - 3. The extent to which the materials or resources facilitate an appropriate assessment of student learning;
 - 4. The overall appropriateness of the materials or resources relative to the intended student audience (i.e., relative to the anticipated range of age, skills, cognition and maturity of the students who are most likely to use the materials);

5. An evaluation of the materials or resources for any improper bias, misinformation or stereotyping;
6. The extent to which the materials or resources are likely to actively engage students and encourage their interest in learning;
7. The extent to which the materials or resources facilitate differentiated instruction and the pursuit of personalized learning objectives, including the extent to which the materials or resources can help members of the instructional staff accommodate different learning targets and learning styles;
8. The current capacity of staff members to make productive use of the materials or resources, or planning for the professional learning that would be needed to build that capacity;
9. The accessibility of the item to individuals who require special formats (e.g., certain students with disabilities and English learners); and
10. Budgetary considerations including, but not limited to, the extent to which the materials or resources being evaluated would address a current priority area among possible alternative acquisitions.

III. SELECTION AND APPROVAL AUTHORITY FOR SUPPLEMENTAL INSTRUCTIONAL MATERIALS

A. Administrative-level approvals by [insert position(s) or job title(s)]:

1. Supplemental instructional materials shall be administratively approved prior to purchase (if applicable) and prior to dissemination or directed use as administratively-approved resources if any of the following apply:
 - a) The materials are intended to be required for use in multiple schools or across a multi-teacher department, subject area, or grade level;
 - b) The materials will be expressly identified for teachers as administratively-approved optional resources.
2. Administrative approval is also required prior to the use of any supplemental instructional materials/resources that:

a) Are proposed for use in connection with any instructional program in human growth and development that may be offered by the District, or

b) Require technology staff review and approval because the resource (1) requires the District or any user to actively accept specific licensing terms, contractual terms of service, or a subscription agreement (including via a “click-through” agreement); (2) requires the installation of any software or plug-in application on a District network or District device; (3) requires the creation/use of individual student accounts or logins for the resource; or (4) requires the submission of any personally-identifiable information of any student(s).

2. Direct selection and use of supplemental instructional material by teachers:

1. Subject to the expectations and criteria established in Board policy for materials selection and any applicable supervisory directives, individual teachers have some discretion and authority to develop, evaluate, and select supplemental instructional materials for use in their assigned classes.

a) Teachers are professionally accountable to the District for their decisions regarding the selection and use of any supplemental instructional materials that have not been administratively approved.

b) A teacher making such decisions cannot rely solely on the fact that a resource may have been developed, distributed, or used by another teacher or provided through a source that is generally seen as reputable.

c) Teachers are strongly encouraged to review their selection of supplementary instructional materials with the [insert relevant position(s) – e.g., "school principal or the Director of Curriculum and Instruction"] prior to actual use, especially any time the staff member has any concerns about the appropriateness of a resource.

2. Individual teachers do not have authority to give their own final approval for the adoption and use of any of the following:

a) The supplemental instructional materials already identified above as requiring administrative-level approval.

b) Instructional materials that must be newly purchased by the District and for which District procurement procedures require further approval. A teacher may submit a recommendation for such a purchase and a supporting review/evaluation of the materials to an appropriate administrator.

3. It is permissible to apply a principle of proportionality to the scope of an evaluation of supplemental instructional materials. The District's expectation is that the most rigorous evaluations of supplemental resources will occur in connection with resources (1) that are intended to have relatively high instructional significance; (2) that involve comparatively substantial costs to the District; and/or (3) that are determined to address a controversial issue or topic.
4. All supplemental instructional materials must be obtained and used in compliance with current copyright laws and licensing agreements.

IV. OBJECTIONS TO OR CONCERNS REGARDING TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS AND RESOURCES

The Board recognizes that occasional objections to textbooks and other instructional materials and resources used in the classroom may occur. When parents or guardians, students, or residents of the District have concerns about particular instructional materials or resources, these concerns shall be processed according to established Board of Education policy (see Board Policy 361.2).

V. NOTICE

The District shall not unlawfully discriminate in the selection and evaluation of textbooks or other instructional materials or resources on the basis of sex; age; race; religion; color; national origin; ancestry; creed; pregnancy; marital status; parental status; homelessness; sexual orientation; gender identity; gender expression; gender non-conformity; physical, mental, emotional or learning disability/handicap; or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

Wisconsin Administrative Codes PI 8.01(2)(h), PI 9.03(1)(e), Individuals with Disabilities Education Act, Assistive Technology Act of 1998

CROSS REF:

110, District Mission and Beliefs

330, Curriculum Development and Improvement

333, Parent Rights and District Programs/Activities (Student Privacy)

353, Community Resources

362, Library Media Services

363.2, Internet Safety and Acceptable Use

381, Guidelines for Dealing with Controversial Issues

672, Procurement and Purchasing

690, School Properties Disposal

771.1, Use of Copyrighted Materials

771.2, Intellectual Property

852, Distribution of Non-School Materials

Policy Adopted: May 17, 2023