

I-7: Administrative Procedures

Curriculum and Instructional Materials



REFERENCES

[Board Policy I-7](#)

[Board Policy I-22: Use of Copyrighted Materials](#)

[Form I-7: Request for Reconsideration of Instructional Material](#)

DEFINITIONS

Instructional Materials: Systematically arranged content in text, digital, Braille and large print, and audio formats which may be used within the state curriculum framework for courses of study by students in district schools; examples include textbooks, workbooks, computer software, online or internet courses, CDs, DVDs, and multiple forms of communication media. These materials may be used by students, teachers, or both as principal sources of study to cover any portion of the course.

Parent:

For purposes of these administrative procedures and the corresponding board policy, “parent” means:

- A. a biological or adoptive parent;
- B. a legal guardian or other individual legally authorized to make educational decisions for the child;
- C. an individual, with whom the child lives, who is acting as a parent in the absence of a natural parent or a guardian;
- D. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child’s behalf has been terminated or specifically limited by a court order;
- E. in the absence of any individual qualified under parts A-D, a surrogate parent appointed pursuant to the Individuals with Disabilities Education Act; and/or
- F. a stepparent if the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under Family Educational Rights and Privacy Act (FERPA) with respect to the child’s education records. Stepparents without guardianship of a child do not have the authority to enroll or register a child in school.

“Parent” does not include the state or any political subdivision of government.

PROCEDURES FOR IMPLEMENTATION

I. Guidelines for Speakers and Presenters

- A. All speakers and presenters for student groups:
 1. must demonstrate a connection to the grade-level content standards if occurring during the school day/classroom time;
 2. must demonstrate appropriate professional experience, licensing, and/or credentialing that directly relates to the topic under discussion;
 3. must understand the social and emotional development of students, and age-appropriate language and conversation;
 4. must demonstrate a clear understanding of state law/rule and board policy about acceptable topics and boundaries;
 5. should never be left alone with students without a licensed district employee present;
 6. for certain presentations, prior parent permission must be obtained (See I-12: Administrative Procedures, Human Sexuality and Instruction, Section III.B.3); and
 7. must be approved by the principal before meeting with students.
- B. The above requirements apply not only to guest speakers/presenters, but also to district employees who are presenting to a group of students in an area or on a topic that is outside of their assigned job responsibilities.

II. Review and Selection of Textbooks and Instructional Materials

- A. All instructional materials must be reviewed and recommended prior to being used or purchased.
- B. Materials posted on the Utah State Board of Education Recommended Instructional Materials (RIMS) searchable database will be considered appropriate for use or purchase unless the district has limited the selection of materials for a specific area.
- C. District-level instructional review committees also review and recommend instructional materials for use in district courses of study.
- D. Recommended instructional materials must:
 1. be consistent with the Utah Core requirements;

2. be mapped and aligned to the Utah Core and state adopted assessments, if planned for use as primary materials;
 3. provide an objective and balanced viewpoint on issues;
 4. be appropriate to varying levels of learning and include enrichment and extension possibilities;
 5. reflect the pluralistic character and culture of the American people, and provide accurate representation of diverse groups;
 6. be accurate, factual, high quality, research-based, and proven to be effective in supporting student learning;
 7. be arranged chronologically, systematically, or both;
 8. reflect contributions from authors, artists, or appropriate experts in the field that represent diverse viewpoints, ethnic and cultural backgrounds, and experiences.
 9. be free from sexual, ethnic, age, gender, or disability stereotyping and bias; and
 10. be of acceptable technical quality.
- E. District-level review of instructional materials for adoption will be done approximately every seven years, upon direction from the board, and/or when a new state core standard is adopted. Unless a change of circumstances requires an earlier re-examination of the instructional material, approval is effective until the next review cycle.
- F. A district curriculum supervisor or coordinator will organize district-level instructional material review committees. These committees will include teachers from various schools and grade levels, along with parent representatives. Funding to support each committee's work will be provided from the budget of the curricular area for which materials are being reviewed.
- G. Review committees will:
1. Study the core standards for the areas being reviewed in order to become familiar with the content area's standards, objectives, and indicators.
 2. Establish criteria and a rubric for reviewing materials for recommendation. Criteria lists and rubrics are available through the Teaching and Learning department and may be revised if the committee prefers.
 3. Establish a timeframe for the review process.
 4. Review instructional materials to determine which will be formally evaluated.
 5. Review instructional materials and select one to three instructional packages to recommend.
 6. Submit books that are being recommended for purchase to the board for approval.
- H. Given that all materials must be reviewed prior to purchase to ensure appropriateness for use in district courses of study, schools may request that individual materials be reviewed at any time. Schools may ask the district's Teaching and Learning department to initiate a review process.
- I. Advanced placement, international baccalaureate, concurrent enrollment, and college-level materials will not generally be reviewed for recommendation at the state or district level. Schools, under the direction of the principal, are expected to review these materials for appropriateness consistent with program requirements, state law and board policy.

III. Purchase of Instructional Materials

- A. All instructional materials must be purchased in a manner consistent with the Utah Procurement Code and applicable board policies and administrative procedures.
- B. As part of any procurement contract for the purpose of purchasing core instructional materials, the district shall include National Instructional Materials Accessibility Standard contract language in all contracts with publishers.

IV. Equivalence in Curriculum Materials and Instructional Supplies

- A. Supplies are allocated at the same amount per student for each district site.
- B. All district schools shall be provided with the same level of base funding per student for curriculum and instructional materials.
- C. The executive director of teaching and learning shall maintain records of the quantity and quality of instructional materials and equipment at each school.

V. Open Disclosure and Parent Objections to Instructional Materials

- A. All teachers should list the instructional materials they intend to use in the open disclosure documents provided to parents and students at the beginning of the school year.
- B. Some materials, specifically those concerning human sexuality education, may require parental permission for use in the classroom. See, Board Policy I-12: Human Sexuality Education, and its accompanying administrative procedures.
- C. Materials that may be considered sensitive under prevailing community standards should be specifically noted in a teacher's open disclosure document. Parents should be given sufficient advance notice that such materials will be used to instruct their students so that interested parents may review the materials.

- D. Parents should, in a timely manner and in accordance with the procedures outlined in Section VI below, inform teachers of any sensitive materials they do not wish their children to use. Students will not be forced to use any instructional material deemed objectionable by their parents, unless such material and the use thereof is required by state law or board policy for graduation.

VI. Procedures to Express Concerns and to Request Reconsideration of Instructional Material

- A. Parents are encouraged to initially discuss their concerns about any instructional material being used in the classroom with the appropriate teacher.
- B. The teacher should meet with the parents to discuss their concerns, the reason for the selection, and, if appropriate, offer a mutually acceptable alternative.
- C. If the parents are not satisfied with that outcome, they may submit a written explanation of their concern(s) with the instructional material(s) to the school principal.
- D. The principal will inform the parents, i.e. complainant, of the intended use of the questioned material and its relevance to the core standards. The principal may involve appropriate personnel in the explanation of the selection procedure, criteria, and the qualifications of those who reviewed and recommended the material.
- E. In the event the complainant is not satisfied with the initial explanation, he or she may complete a Request for Reconsideration of Instructional Material form and submit it to the superintendent.
 - 1. All formal objections to instructional material must be reported on this form and can be filed only by a parent of a student enrolled in the district.
 - 2. Within 10 business days, the superintendent, or designee, will forward the form and the request to the reconsideration committee for evaluation.
 - 3. The reconsideration committee will be composed of the following district employees, and will be appointed by the superintendent:
 - a. the library media supervisor, acting as chair;
 - b. a principal;
 - c. a library media teacher;
 - d. two Parent Teacher Association representatives;
 - e. a content specialist; and
 - f. at least two classroom teachers.
 - 4. At its first meeting, which will be open to the public, the reconsideration committee will:
 - a. distribute copies of the completed request form;
 - b. distribute copies of the challenged material as available;
 - c. give the complainant, or spokesperson, an opportunity to talk about the request; and
 - d. provide reputable professional views of the material, when available.
 - 5. At a second or subsequent meeting, the committee will make its recommendation in a portion of the meeting that is open to the public.
 - 6. The committee's recommendation may be to take no action, or to remove all or part of the challenged material.
 - 7. The written recommendation and its justification will be forwarded to the superintendent.
 - 8. The superintendent will consider the committee's recommendation and make a decision.
 - a. The superintendent will notify the complainant by letter of his/her decision and any resulting district action.
 - b. For informational purposes only, the superintendent's decision will be forwarded to the board.
 - 9. If the complainant is not satisfied with the decision, within 10 calendar days of receiving the superintendent's decision, the complainant must send a written request to the board president that the matter be reconsidered by the board.
 - a. Upon receipt of such request, the board will place the matter on its agenda within the next four board meetings.
 - b. The board will decide whether or not to uphold the superintendent's decision.
 - 10. Questioned material purchased through normal selection procedures will usually remain in use throughout the reconsideration process. In exceptional circumstances, the reconsideration committee, at its initial meeting, may temporarily suspend use of the material pending final determination by the superintendent or board.

VII. Review and Selection of Library Media

- A. The certified library technology teacher assigned to the school, and the school principal, working in cooperation with staff members, will be responsible for the selection of materials for school library media centers.

- B. Materials selected should support the core standards and interests of students, staff, and families, taking into account the diverse interests, age levels, ability levels, learning styles, and emotional and social development levels. Materials should encourage appreciation for both informational and recreational reading, viewing, or listening.
- C. The selection of library media materials will be based on the following criteria:
 - 1. overall purpose and educational significance;
 - 2. contribution and relevance to the core standards and goals of the school (or interests of the students);
 - 3. factual content is accurate, current, reliable, and authoritative;
 - 4. timeliness and/or permanence;
 - 5. readability and accessibility to intended audience;
 - 6. favorable reviews found in standard selection sources;
 - 7. high degree of potential user appeal, including varied interests that reflect religious, ethnic, and cultural backgrounds;
 - 8. artistic quality and literary style;
 - 9. age appropriateness;
 - 10. representation of opposing sides of controversial issues;
 - 11. reputation and significance of author, producer, or publisher;
 - 12. variety of format with efforts to incorporate emerging technologies;
 - 13. compatibility with currently owned hardware (for non-print resources);
 - 14. quality and value are commensurate with cost and/or need;
 - 15. support of English language learners;
 - 16. support of special needs students; and
 - 17. favorable recommendations from professional personnel.
- D. If an item does not meet an acceptable combination of these criteria, it will not be added to the collection.
- E. Library technology teachers, with possible assistance from classroom teachers, administrators, and/or authorized staff members, will review all donated materials prior to placement in the school library media centers, based on the criteria listed above. If the item does not meet an acceptable combination of these criteria, it will not be added to the library collection. Potential donors are encouraged to meet with the appropriate library technology teacher prior to making any donation.
- F. The library technology teacher should regularly evaluate the collection in order to ensure that the library learning center is fulfilling its mission to provide materials to meet patrons' interests and needs.
 - 1. The library technology teacher should maintain a consideration file for future purchases. This file should reflect school needs, staff recommendations, and reviews.
 - 2. The library technology teacher should also create a plan for careful weeding of the school library collection, taking into account the item's copyright marker, content, and physical condition, the number of circulations, and whether the item has been superseded by a newer copy.
- G. The supervisor of library technology, working in cooperation with library media teachers, classroom teachers, and staff, will be responsible for the selection of materials for the district media center.

VIII. Audio-Visual Materials and Appropriateness Standards

- A. The district recommends that teachers show or play only those segments of audio-visual materials which illustrate the topic or content being taught.
- B. The district media center circulates audio-visual materials that support the Utah Core Standards and have been reviewed for appropriateness of content.
 - 1. Media checked out from the district media center must be shown or played "face to face" unless the district has obtained specific "performance rights." This means, for example, that such media may *not* be broadcast over a school's closed-circuit television system, unless performance rights have been secured. See Board Policy I-22: Use of Copyrighted Material, and its accompanying administrative procedures for further clarification.
- C. eMedia, available through the Utah Education Network (UEN), allows for streaming or downloading of audio-visual materials purchased by the Utah Instruction and Media Consortium (UIMC). The library technology teacher may be contacted to facilitate this process.
- D. Rented or personally owned audio-visual materials brought into schools from outside the district media center collection may be shown or played in classrooms provided that such materials support the core standards, are shown "face to face," and have been pre-approved in writing by school administration.
- E. Commercially produced films or videos that meet the requirements specified in Sections A through B above may be shown in district schools subject to the following conditions:
 - 1. Elementary schools, grades pre-K-3, may show only media rated "G" by the Motion Picture Association of America (MPAA).

2. Elementary and/or middle schools, grades 4 through 8, may only show "G" rated media without parental permission, or "PG" rated media with parent signed permission.
 3. High schools may show only "G," "PG," and "PG-13" rated media.
 4. Commercially produced films or videos rated "R," "NC-17," or "X" may not be shown in schools, either in whole or in part, under any circumstances.
 5. Non-rated films or videos must be reviewed for applicability to the Utah Core Standards, content, and appropriateness for student use.
 - a. The school principal and/or the principal's designee (an administrator, licensed media specialist, or licensed educator) must review the materials and make a rating recommendation consistent with MPAA standards. Refer to the MPAA site at <https://www.mpa.org/film-ratings>.
 - b. Based on the resulting recommendation, a school principal will give final approval for approved uses of non-rated media in the school. A written verification of review and approval for each non-rated media item must remain on file at the school location.
- F. Commercially produced musical recordings, on any media, which carry a Parental Advisory Label from the Recording Industry Association of America (RIAA) may not be played in schools, either in whole or in part, under any circumstances. Refer to the RIAA website at: <https://www.riaa.com/resources-learning/parental-advisory-label/>