



Instructional Materials Management Administrative Procedures

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Davis School District

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CRITERIA FOR EVALUATING INSTRUCTIONAL MATERIALS AND TRAINING

I. PURPOSE

Review and select evidence-based texts and materials which are aligned with District DESK Standards and Utah core standards.

II. CRITERIA FOR EVALUATING INSTRUCTIONAL MATERIALS

Instructional Material shall meet the following requirements. The indicated department director will provide the materials selection committee with appropriate criteria for evaluating materials to assure the requirements are met.

Criteria	Responsible Department Director
Aligns or supports District DESK Standards and Utah Core Standards	Teaching & Learning Director
Are high-quality, evidence-based, and proven to be effective in supporting student learning	Teaching & Learning Director
Are accurate and factual	Teaching & Learning Director
Are age appropriate	Teaching & Learning Director
Are objective and provide balanced viewpoints of issues	Teaching & Learning Director
Aligns to support personalized competency-based learning (PCBL)	Teaching & Learning Director
Meet relevant industry and pathway standards (for Career & Technical Education materials)	Career & Technical Education Director
Meet District literature selection standards (for English Language Arts materials)	Teaching & Learning Director
Are responsive to accommodations required to meet the learning needs of students with disabilities	Special Education Director
Provide representation of diverse ethnic groups	Educational Equity Director
Are free from sexual, ethnic, gender, age, or disability bias and stereotyping	Educational Equity Director
Meet student data privacy requirements	Assessment Director
Are compatible with district technology systems, of high technical quality, and easy to use	Information Technology Director
<p>When a website is used as instructional material, the content of the page must be reviewed by the educator to assure compliance with these criteria. Links to resources beyond the original page cited have not been vetted. <u>Content of displayed ads and other linked websites are not considered instructional material.</u></p>	

III. TRAINING AND EMPLOYEE RESPONSIBILITIES

- The District has the responsibility to provide training to employees who have responsibilities for instructional materials management, at least every three years.
- Training covering the requirements of these procedures shall be prepared and provided under the direction of the Teaching and Learning Director.
- Educators and other school officials who violate these administrative procedures may face appropriate disciplinary action.

Procedures apply to Section 2 *Primary Instructional Materials Adoption* of policy 41-200

Procedures and Responsibilities

I. Responsibilities of Teaching and Learning Content Supervisor

The Teaching and Learning supervisor for the content area being adopted shall participate as the facilitator for the adoption committee but will not vote. The supervisor will manage the following procedures while conducting the adoption process:

Conduct a Needs Assessment

- Review student achievement data and current research.
- Establish criteria for an effective program that aligns with District DESK Standards and Utah core standards.

Coordinate with the Purchasing Department

- Establish an adoption timetable for publishers and committee members.
- Write and publish Request for Proposal (RFP).
- Determine requested materials from publishers which may include:
 - Teacher and student editions.
 - Digital curriculum including electronic texts.
 - Teacher ancillary materials.
 - Materials for differentiation.
 - Instructional technology tools.
 - Formative and summative assessment.
 - Program research including third party research.
 - Service guarantees.
 - Current adoption sites.
- Determine where examination materials are to be placed for review by committee members.
- Manage communications between publishers and the committee members.
- Monies shall be budgeted to fund adoption and evaluation committees.

Selection of Adoption Committee

- Committee members shall consist of current, certified DSD educators and parent representatives. Care shall be taken to ensure that the committee membership represents the following interests:
 - Classroom teachers, administrators, parents, special education, educational equity, and information technology.
 - Representation from varying demographic and geographic areas within the District.
- Committee members will be approved by the Administrator of Teaching and Learning and the Assistant Superintendent over Teaching and Learning.

- **Committee members shall be trained in the following:**
 - District philosophy, goals, and objectives.
 - Current content research.
 - Adoption procedures.
 - Conflict of Interest and Confidentiality.
- **Appoint Committee Chair**
- **Committee Responsibilities**
 - Attend all adoption committee meetings.
 - Study current research materials.
 - Comprehensively evaluate submitted materials.
 - Maintain professional standards (committee members are not allowed to accept gifts from vendors/publishers, use materials outside of the adoption guidelines, discuss confidential conversations and decisions, etc.).
- **Committee Compensation**
 - Committee members who are contract teachers may receive released time from school assignments or receive reimbursement based on the current pay scale for committee meetings.
 - A committee member will forfeit compensation and voting privileges if they do not fulfill their committee responsibilities.
- **Open House**
 - Provide opportunities for teachers, administrators, students, board members, parents, and interested citizens to review selected program and material and provide written feedback to the committee.
- **Provide Written Report to Teaching and Learning Director**
 - Present final selection to the Teaching and Learning Director and include the following information:
 - Summary of adoption procedures.
 - Selection of committee members.
 - Rational for adoption (description and strengths of new program and how it will impact student learning).
 - Budget for purchase and implementation.
 - Contract proposal.
 - Implementation timelines.
 - Professional development plan.
 - Planned use of old materials.
- **Implement Adopted Curriculum**
 - Order materials.
 - Provide professional development.
- **Establish a Pilot Program**
 - If a pilot program is determined to be necessary, establish the parameters as needed and manage pilot program.

II. Responsibilities of the Teacher and Learning Director

- The Teaching and Learning Director shall inform the Board of the adopted materials and, when required by policy, seek Board approval.

III. Responsibilities of Purchasing Department

- Coordinate with the Teaching and Learning Department.
- Ensure purchasing protocol is observed.
- Serve as contact with publishers.
 - Keep minutes of each committee meeting, evaluations, and voting outcomes, publisher correspondence, etc..
 - Distribute guidelines and regulations of publishers' sales representatives.
 - Schedule publisher presentations to the committee.
 - Obtain contract proposals from publishers.
 - Finalize contracts.
 - Notify publishers in writing, of the committee's decision.
 - Report, at publishers request, the committee's conclusions as to strengths and weaknesses of each program evaluated.
 - Help facilitate the removal of the old materials.

IV. Responsibilities of Publisher

The following standards are established to ensure that the adoption procedure is fair, reasonable, and consistent for all publishers and their employees, committee members, and other educators in the District. Failure to comply with these standards can result in the removal of a program from consideration for adoption. These standards are established to ensure the fairness needed for a "closed adoption" in Davis School District. During the adoption process:

- Sales representatives and other publishing company employees shall limit their input, materials, and contacts with committee members and other educators in the requests outlined in correspondence from the committee content area supervisor. No contact with schools and committee members regarding the materials under consideration for adoption shall be initiated by the publishers or their employees.
- Sales representatives and other publishing company employees shall make no offers of "free" materials or any type of incentives to the committee members or any District employees without prior approval of the content area supervisor.
 - Samples of the programs and/or materials shall not be distributed to any person or school in the District without a written request approval from the committee content area supervisor.
- The requests made by the committee content area supervisor shall be honored and the dates for specific actions shall be met by the publishers and their employees.
- Companies under final consideration must submit written contract proposals to the Purchasing Department.
- Publishers shall not initiate pilots without written authorization from the Teaching and Learning Department and the Purchasing Department.
- Administrators, teachers, parents, or patrons in the District shall not initiate or approve program pilots without approval of the Teaching and Learning Director.
- Publishers are responsible to assure that an independent third party review to map and align the proposed materials has been conducted and the results of the review have been made available to the content area supervisor and approved by the State Superintendent.

Procedures apply to Section 4 *Adoption of Instructional Materials Regarding Sex and Maturation Education*
of policy 4I-200

Curriculum Material Review Committee (Sex and Maturation Instructional Materials)

I. MEMBERSHIP

- The curriculum material review committee (committee) consists of a minimum of four District employees and a minimum of six parents of students enrolled in the District as outlined below.
 - Healthy Lifestyles section director;
 - School nurse;
 - Two classroom teachers whose assignment includes instruction on human sexuality, anatomy, or related topics;
 - Three parents selected by a school administrator. One will be selected from each of the north, central, and south areas of the District; and
 - Three parents who apply and are selected by a lottery. One will be selected for each of the north, central, and south areas of the District.
- As required by the State of Utah, the number of District employees on the committee shall not exceed the number of parents on the committee.
- Teachers and parents on the committee will serve a term of two years with half being appointed to the committee each year.
- The Healthy Lifestyles section director will ensure fairness of selection and equitable representation of the District's entire student body on the committee.
- The committee membership shall be approved annually by the Board of Education for the Davis School District.

II. Meetings

- The committee meets quarterly, or as needed. The need could be more or less than quarterly.
- Meetings are open to the public.
- No public comment will be taken during the meeting.
- Meeting agendas shall be posted to the public meeting website 24 hours prior to the meeting.
<https://www.utah.gov/pmn/>

III. DUTIES OF THE COMMITTEE

- Review and approve all guest speakers and guest presenters and their respective materials relating to sex education instruction in any course and maturation education prior to their presentation. The committee may not authorize the use of any sex education instructional program or maturation education program:
 - not previously recommended by the Utah State Board of Education (USBE), or
 - not previously approved by the Board.
- Review and select instructional materials that are:
 - medically accurate;
 - meet USBE strands and standards for the course in which it will be taught;
 - are germane to learning and the course objectives.
- Make instructional materials under review available for reasonable review opportunities to patrons prior to consideration for adoption.

Procedures apply to Section 5 *Selection and Use of Audiovisual Support Materials in the Classroom* of policy 4I-200

All use of audiovisual support materials in an instructional setting must comply with applicable laws; be selected and authorized as outlined here; used in furtherance of legitimate educational objectives; comply with applicable parental notification and permission requirements; and not be used solely for reward or entertainment.

I. Material Selection

Safari Montage and eMedia

Safari Montage and eMedia constitutes the primary resource of audiovisual support materials and should be considered first by educators who want to use audiovisual clips in the classroom.

Rented or Privately Owned Movies and Videos

A rented or privately owned movie or video clip may only be shown in the classroom provided the Fair Use Guidelines are satisfied; the original source has been approved through the District or school level process; and applicable rating and parental notification restrictions are followed.

Recorded Programs from Network and Cable Television

Television programs or clips recorded from a copyrighted broadcast television transmission may be shown in the classroom provided the original source has been approved through the District or school-level process; Fair Use Guidelines are met; and the following recording and retention limitations are met:

- Educators desiring to show television programs for instructional purposes shall record or download the program at school.
- A television program recorded from a copyrighted broadcast television transmission may be retained for forty-five calendar days after the date of the recording. At the conclusion of this forty-five-day retention period, the recording must be destroyed or erased.
- During the first ten school days of the forty-five-day period the recording may be used once by individual educators in classrooms in the course of relevant teaching activities. The educator may show the program one additional time within the ten-day period when instructional reinforcement is necessary.
- After the first ten school days, recordings may be retained until the end of the forty-five-day period for educator evaluation purposes, i.e., to determine whether or not to include the program in the teaching curriculum.
- Copies may be made from a recording as necessary to meet the legitimate needs of educators. However, all copies are subject to the provisions of these administrative procedures and must include the copyright notice on the program as recorded.
- Recordings need not be used in their entirety but may not be altered from their original content nor be physically or electronically merged to create teaching anthologies or compilations.
- Live television programming may not be shown in the classroom unless pre-approved by the School Director.

Sound Recordings

Legally obtained copyrighted music may be used for classroom instruction or multimedia class presentations or student projects provided the Fair Use Guidelines are met and the original source does not carry a Parental Advisory rating.

Internet

Images, sound recordings, and videos may be downloaded for classroom instruction and student projects from sites that have legitimately acquired or own copyright of the resources subject to portion restrictions, content restrictions, and Fair Use guidelines applicable to the media type.

- Commercial streaming services including but not limited to Hulu or Netflix are not appropriate for school use. Their use in a school setting constitutes a violation of these administrative procedures.
- Subject to review and approval by administration, free video streaming websites including but not limited to YouTube or Vimeo may be used at the educator's discretion when the content serves an educational purpose and does not otherwise violate law or other sections of these administrative procedures.

II. Review and Approval

Educators must preview content in its entirety prior to using any audiovisual materials in the classroom regardless of the source.

District Level Approval

Materials contained on Safari Montage and eMedia have been provided for use in the instructional setting. Media found on Safari Montage or eMedia approved for secondary schools shall not be shown in elementary classrooms.

School-Level Review and Approval

With the exception of network and cable news programs, all educator requests to use audiovisual materials **not on** Safari Montage, eMedia, or school-approved lists, shall be approved at the school-level under the direction of the school administrator.

Upon receiving a request for review, the school administrator shall use the school's school-level review process to evaluate the media in its entirety using the following criteria:

- Age, maturity, and sophistication of the group of students.
- Media's applicable rating system and assigned rating.
- Presence of profanity, nudity, sexual content, mature themes, prejudicial stereotypes, or violence in the media's original source.
- Course curriculum and educational benefit of the media.
- Availability of alternative sources to accomplish educational objectives.
- Media has been legitimately acquired.

Media that is approved by the school-level review process may be used subsequently in the same school for students similarly situated, without renewing the review process if such use will not violate copyright.

An educator who is not satisfied with the school-level decision may seek review by submitting a timely written appeal to the appropriate School Director. The School Director may consult with the appropriate content supervisor. The School Director will inform the educator and school administrator of the decision in a timely manner. This decision is the final administrative decision regarding use of media.

III. Content Rating and Parental Notification

Content Rating

Grades	Content Rating	Parental Notification
K-12	G, TV-Y, or TV-G rating, or unrated media with similar kinds of content	May be shown without parent notification
2-12	PG, PG-TV, or TV-Y-7 rating, or unrated media with similar kinds of content	May be shown with parent notification
9-12	PG-13 or TV-14 rating, or unrated media with similar kinds of content	May be shown with parent notification
Media with an R, NC-17, TV-M, or sound recordings with Parental Advisory rating, or unrated media with similar kinds of content are prohibited in Davis School District classrooms.		
Unrated media should be reviewed for the presence of profanity, nudity, sexual content, mature themes, prejudicial stereotypes, or violence in the media's original source.		

Parental Notification and Waiver of Participation

If parental notification is required to use a media clip, parents shall receive written notification of the proposed use at least five-school days prior to the media clip's use.

Notification to parents can be published in course disclosures that are reviewed and signed by parents at the beginning of each school year or semester. Educators may also choose to send separate notification to parents for each media clip that is to be used.

If a parent objects to a student's observing of an approved media clip and personally communicates such objection to the educator or administrator, the educator shall not allow the student to observe the media clip. The educator shall provide the student alternate assignments or course work similar to that done by students who observe the media clip.

Parents who do not object within the five-school day notice period, shall be deemed to grant consent for their child's observing of a media clip.

Nothing in these procedures grants parents, students, or school staff the authority to prohibit the use of an approved audiovisual clip based solely on individual objections. At the same time, while waivers are available, educators should be sensitive to individual complaints and take all reasonable steps to resolve complaints equitably in a manner that would allow the student full participation in the curriculum.

IV. Legal Compliance

Copyright

The federal Copyright Act generally gives the author of an original work the exclusive right to control the reproduction, distribution, copying, performance, or display of the work; and preparation of derivative works. It is illegal for anyone to violate any of the rights provided by copyright law to the owner of the copyright.

Fair Use

The exclusive rights protected under copyright law are not unlimited in scope. One exception is the doctrine of fair use, which allows the limited use of a copyrighted work without permission of the owner for educational purposes. The use of audiovisual support materials under the fair use exception MUST:

- Be directly related and of material assistance to the curriculum and lesson objectives;
- Be for the purpose of illustration in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction; and
- Use only as much material as necessary to fulfill the educator's pedagogical purpose.

Educational Relevance

In addition to the other requirements above, a full-length movie, video, or clip thereof, shall not be shown in school unless it is a productive use of class time and will not cause classroom disruption.

The use of audiovisual materials in the instructional setting for entertainment or reward purposes violates these administrative procedures as well as federal copyright law.

Procedures apply to Section 6.3 *District-Level Review Process* of policy 4I-200

I. MEMBERSHIP

The District Review Committee shall be composed of the following members:

- Subject area teachers representing the level under review and each District cluster.
- Parents from the PTA council or local PTA who represent the level at which the material is studied shall be nominated by the Region 3 PTA Director.

II. COMMITTEE PROCEDURES

- The committee's procedure shall include the following steps:
 - Examine the challenged material by reading, viewing, or listening to the work in its entirety.
 - Determine general acceptance by reading critical reviews of the work, where available.
 - Weigh values, strengths, and faults based on the material as a whole.
 - Discuss the challenged work in the context of the educational program and its appropriateness in the curriculum.
 - Discuss the challenged material with a representative(s) of the school/department and the parent where appropriate.
- Within ten official school days after the completion of the committee review, the individual recommendations of the committee and a written summary of those recommendations, prepared by the Subject Area Supervisor, shall be forwarded to the Assistant Superintendent for Teaching and Learning for final disposition of the material under review.
- A material submitted to the District-level Review Committee shall not be subject to another review for a minimum of three years except by approval of the Board of Education.