

Policy #: <b>606</b>
Title: <b>TEXTBOOKS AND INSTRUCTIONAL MATERIALS</b>
Date of Initial Approval: 02-18-2016
Revision/Re-authorization Dates:06-27-2019; 02-23-2022
Reviewers: MSA Directors

**I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials at the Minnesota State Academies (MSA).

**II. GENERAL STATEMENT OF POLICY**

The MSA board recognizes that selection of textbooks and instructional materials is a vital component of the MSA curriculum. The MSA board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials. This policy is intended to address the selection and purchase of new textbooks and instructional materials that have not been previously approved. The purchase of newer editions of board-approved textbooks or supplemental/consumable materials that support board-approved curriculum does not require board approval.

**III. DEFINITIONS**

A. Textbooks

Textbooks include student and teacher versions of books utilized for delivery of curricular content, supplemental materials (i.e., workbooks), enrichment activities, and accommodations/modifications available to meet students' individual needs, including both printed and/or digital forms.

B. Instructional Materials

Instructional materials include items such as videos, digital resources and subscriptions, computer applications, experiential activities (hands-on activities), kits, or other resources that are packaged with textbooks to support instruction. *This does not include teacher-made materials such as power-point presentations, teacher videos, or other resources/materials that teachers utilize to support student learning within the classroom.*

**IV. RESPONSIBILITY OF SELECTION**

A. While the MSA board retains its authority to make final decisions on the selection of textbooks and instructional materials, the MSA board recognizes the expertise of the professional staff at MSA and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the MSA board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the MSA board on textbooks and other instructional materials.

- B. In reviewing textbooks and instructional materials during the selection process, MSA professional staff shall select materials which:
  - a. support the goals and objectives of the educational programs at MSA
  - b. consider the needs, age, and maturity of students
  - c. foster respect and appreciation for cultural diversity and empathy with varied perspectives/opinions
  - d. fit within the constraints of the MSA budget
  - e. are in accessible formats that match students' individual needs on both campuses and support the development of English and students' native language(s) (i.e., American Sign Language) Another language may be used, pursuant to *Minn. Stat. § 124D.61*
  - f. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
  
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the MSA community. This procedure shall be coordinated with MSA's curriculum development effort.

**V. RESPONSIBILITY OF SELECTION**

- A. The superintendent shall be responsible for keeping the MSA board informed of progress regarding the textbook and instructional materials review and selection process.
  
- B. The superintendent shall present a recommendation to the MSA board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

**VI. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS**

- A. The MSA board recognizes the possibility of differences of opinion on the part of some members of the MSA community relating to certain areas of the instruction programs at MSA. Upon inclusion of textbook/instructional materials recommendations to the board, posted on board meeting agendas, interested persons may request an opportunity to review materials and submit feedback to the board.
  
- B. The superintendent shall be responsible for the development of procedures and guidelines to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.

**Legal References:**

*Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)*  
*Minn. Stat. § 120B.235 (American Heritage Education)*  
*Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)*  
*Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)*  
*Minn. Stat. § 124D.59-124D.61 (Limited English Proficiency)*  
*Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)*  
*Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)*  
*Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)*

**Cross References:**

*MSBA/MASA Model Policy 603 (Curriculum Development)*  
*MSBA/MASA Model Policy 604 (Instructional Curriculum)*