

Instructional Materials

Definitions

1. Curriculum - is the standards adopted by the State Board of Education that mandate what students are required to learn.
2. "Curricular materials" is defined as textbook and instructional media including software, audio/visual media and internet resources.
3. Supplemental materials - are any instructional materials used in place of curricular materials including instructional media and software, applications, platforms, documents or material obtained from sites through the internet, library materials, novels and novel sets, or any materials used for sole or primary student instruction that have been approved by the Board of Trustees.
4. Learning materials - are not curricular materials but are used to complement, enrich, or extend the content of curricular materials and have not been approved by the Board of Trustees. Examples include worksheets, presentations, current event materials, and long standing documents, etc..

Learning materials that are required to be used as part of the pacing guide shall be considered supplemental materials and will require Board approval.

Audio/visual materials that are 5 minutes long or less fall within the parameters of this policy. Anything longer than 5 minutes would fall within the parameters of Policy 2570 - Use of Commercially Produced Video Recordings.

Curricular Materials

The Board shall establish a curricular materials adoption committee for the purpose of advising the Board on the selection of curricular materials for use within the District. At least half of the committee must be persons other than public educators and Trustees and shall include parents of a child or children attending school within the District. All meetings of the committee shall be held in open session and be duly noticed.

Curricular Materials Adoption Committees will be responsible for recommending textbooks and core instructional materials for consideration by the Board. The function of the committee is to ensure that materials are selected in conformance with Idaho content standards and established District goals and objectives. Recommendations will be made and the final decision rests with the Board. Any person may submit written objections to any curricular materials under consideration.

For dual credit courses offered through institutions of higher education, the selection, adoption, and removal of curricular materials is handled by the provider. ***The District has no control over the selection, adoption and removal of curricular materials, and it is the responsibility of the parent to have knowledge of and/or review such materials prior to student enrollment.***

Selection and Adoption

The Curricular Material Adoption Committees, will evaluate materials based on a set of selection criteria. The Board is legally responsible for approving and for providing the necessary curricular materials used in the District. Textbooks and instructional materials shall provide quality learning experiences for students and include the following:

1. Enrich, support, align and enforce accuracy with the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
3. Be congruent with identified instructional objectives;
4. Present varied viewpoints on issues within the content standards;
5. Align with Board policies and enacted resolutions;
6. Ensure usability for teachers and students;
7. Provide materials for scaffolding and supports for differentiation; and
8. Provide viable assessment tools to support data driven instructional decisions.

Curricular Material Usage

Curricular materials shall be made available for student use. Students will not be charged for normal wear. Students will be charged for unreasonable damage, excessive wear, and lost materials. The school librarian will maintain records necessary for the proper accounting of all curricular materials.

Supplemental Materials

Supplemental materials are any instructional materials used as curricular materials including instructional media and software, applications, platforms, documents or material obtained from sites through the internet, library materials, novels and novel sets, or any materials used for sole or primary student instruction. A teacher may utilize supplemental materials as part of the course of instruction or refer students to utilize supplemental materials for educational purposes and as part of the education process.

Supplemental Materials Approval Process

The process of approving supplemental materials is as follows:

- Teachers submit materials for approval to the Assistant Superintendent
- Requested material list is electronically shared with the Supplemental Materials Committee to solicit feedback

- All feedback is provided to the Board for consideration
- The Board approves/denies the requests presented at its regularly scheduled board meeting.
- The Assistant Superintendent notifies the teachers and principals of the Board’s decision.

The turnaround time for the approval process is approximately four (4) weeks.

Removal

If you object to your child using a particular instructional material in the classroom, Policy 2425, Parental Rights, provides a way to request an alternative resource for your child.

Individuals objecting to specific materials used in the District are encouraged to address their concerns with the certified teacher and/or building principal. If, after discussion, the individual’s concerns have not been addressed, then a formal complaint can be made by completing Form 2520F, the Request for Review and Reconsideration of Instructional Materials.

Instructional materials will be removed when the material (a) no longer meets the criteria for initial selection; (b) is worn out; or (c) has been challenged and deemed inappropriate.

The District shall have on hand and available to the public the titles, authors, and publishers of all instructional materials being used in the district. The public has the right to inspect and review the instructional materials with the exception of student tests.

Cross References;	2425 2500 2510 2520F	Parental Rights Library Materials Selection of Library Materials Request for Review and Reconsideration of Instructional Materials
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Legal References:	IC § 33-118A IC § 33-512A IC § 74-200 et seq. IDAPA 08.02.03.128	Curricular Materials – Adoption Procedures District Trustees - District Curricular Materials Adoption Committees Open Meeting Law Curricular Materials Selection
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Policy History:

Adopted on: July 10, 2024
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 Reviewed on: