



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE	Selection of Instructional Materials		
SECTION	Instruction	CODE	D23R

Last Updated: 12/2023

Administrative Procedures

The Addison Northwest School District is committed to providing a diverse selection of instructional materials. Classroom teachers, curriculum leadership teams, department leaders, and other professional educators, are entrusted with the responsibility of selecting instructional materials in alignment with the district’s approved curriculum. These professionals, serving as licensed educators, possess a comprehensive understanding of the school curriculum, teaching methodologies, best practices, and the unique needs of individual students.

In alignment with the broader educational goals, educators maintain and regularly update materials that reflect broad appeal and diverse points of view, ensuring they represent the student body and foster an understanding of the world around them. To uphold the quality and appropriateness of instructional materials, educators follow established procedures for reviewing materials that may be deemed inappropriate. The Superintendent or designee holds the ultimate authority in the selection of instructional materials and acts as the judge for disputes regarding the selection or exclusion of materials.

D23 states that the superintendent or designee(s) will develop the following procedures:

Selection of Materials

Curriculum Development and Selection Responsibility: The District’s Director of Learning, in collaboration with school administrators and educators, is responsible for developing and selecting curriculum, methods of instruction, locally developed assessments, and content and skills based on the standards issued by the State Board of Education.

1. A Curriculum Development Committee shall meet annually to review and update curriculum materials in alignment with the State Board of Education standards.
 - a. The committee will consider ongoing research, evidence, and changes in learning opportunities and update the curriculum accordingly.
 - b. The approved curriculum shall be shared across all grades and schools within the District.

Student Learning Opportunities

Responsibility: Administrators and teaching staff are responsible for creating and facilitating annual learning opportunities for students.

1. Design and implement rigorous, relevant, and comprehensive learning opportunities in alignment with proficiency requirements.
2. Ensure students engage in activities that demonstrate proficiency in literacy, mathematics, scientific inquiry, global citizenship, physical education, health education, artistic expression, and transferable skills.
3. Ensure sufficient supplies and infrastructure for a conducive learning environment.
4. Develop and maintain a collection of print, digital, and technology resources administered by a certified library media specialist.
5. Ensure students, teachers, and administrators have access to appropriate materials at no cost.
6. Facilitate regular library access for reading, research, and instruction in information literacy skills.
7. Provide up-to-date information, assistive technology, and broadband Internet service.
8. Adopt and implement policies on electronic resources, acceptable internet usage, and procedures for handling complaints.
9. Support collaboration between library media specialists and teachers.
10. Promote the development of information research skills using technology.

Pre-Kindergarten Early Education Program

The Superintendent or designee is responsible for ensuring the implementation of a developmentally appropriate curriculum aligned with Vermont's Early Learning Standards in pre-qualified public prekindergarten programs.

1. Develop and implement procedures to align prekindergarten programs with Vermont's Early Learning Standards.
2. Regularly assess and update curriculum to meet developmental needs.

Selection and Reconsideration of Instructional Materials

The Superintendent or designee is responsible for developing procedures to address the selection of instructional materials and responding to requests for reconsideration.

1. Use the checklist for selecting instructional materials (Appendix A) based on alignment with state standards.
2. Establish a process for handling requests for reconsideration of instructional materials.
 - a. All concerns regarding instructional materials should be directed to the superintendent for resolution following established procedures.

3. Apply the same criteria used in selecting materials for the systematic removal or replacement of outdated, no longer useful items.

Reconsideration Procedure

Occasionally, objections to instructional materials may be made by parents or guardians of current ANWSD students, despite the selection process. The Addison Northwest School District supports the principle of intellectual freedom inherent in the First Amendment of the Constitution of the United States. It is encouraged to resolve concerns through an informal process whenever possible. If this fails to satisfy the complainant, the following procedures shall be followed:

School Level

1. The educator shall inform the complainant of the selection procedures and make no commitments.
2. If the complainant wishes further consideration of their objections to the materials under reconsideration, they will be requested by the educator to submit a formal **Request for Reconsideration of Instructional Materials** ([Appendix B](#)).
3. The educator will inform the principal and Director of Learning within one school day of the receipt of a written formal **Request for Reconsideration of Instructional Materials** by providing them with a copy of that request form.
4. The challenged material shall remain in use during the recommendation process.
5. The appointment of an ad hoc review committee is the responsibility of the principal. The appointment of the committee shall be within five (5) school days, following written notification to the principal. The committee made up of *up to* 6 members, shall include the Director of Learning, the principal or designee, the educator, at least one other classroom teacher, and at least one parent, and *may include* one or more students. This committee's review shall be completed within twenty (20) school days.
 - a. The committee will take the following steps after receiving the challenged materials:
 - i. Read, review, or listen to the material in its entirety
 - ii. Consider critical reviews, as outlined in the **selection criteria** (Appendix A), and consult recommendation lists
 - iii. Determine the value of the material relative to the connected curriculum
 - b. The chair of the committee shall present the written recommendation of the committee to the superintendent within twenty-five (25) school days *from the date of the appointment of the committee*.
 - c. The superintendent will render a decision and inform the complainant within five (5) school days following the receipt of the written recommendation of the committee.
 - d. The complainant, upon receiving the written recommendation, may appeal the decision to the Office of the Superintendent within twenty (20) school days.

- e. Upon receipt of an appeal, the superintendent (or designee) shall present the appeal to the school board requesting the board accept, reject, or amend the decision at which point the decision will be final.

Appendices

- A. [Checklist for Selection of Instructional Materials](#)
- B. [Request for Reconsideration of Instructional Materials](#)
- C. [Checklist for Request for Reconsideration](#)