Board Policy 2520: Selection, Adoption, Use, and Removal of Curricular Materials

Status: ADOPTED

Original Adopted Date: 10/01/2022 | Last Revised Date: 08/10/2026 | Last Reviewed Date: 08/10/2026

The term "curricular materials" shall mean textbooks; instructional media, including software; audio/visual media; and internet resources.

School and Department Curriculum Committees' Relationship to the District Curricular Materials Adoption Committee

School or department-level curriculum committees shall review classroom needs and recommend candidate materials to the District curricular materials adoption committee. The District curricular materials adoption committee advises the Board and makes formal recommendations to the Superintendent and Board for adoption. School-level committees do not make final adoption decisions. Library materials remain governed by Policy 2510 and Procedure 2510P unless explicitly designated for curricular use.

District Curricular Materials Adoption Committee

The Board shall establish a curricular materials adoption committee to advise the Board and Superintendent on selection and reconsideration of curricular materials. The adoption committee shall be governed by a procedure that specifies:

1. The size of the committee, which shall be between seven and 15 members;
2. Whether members are appointed by the Board or the Superintendent;
3. The term lengths and how they are staggered;
4. Removal and vacancy procedures;
5. Member qualifications; and
6. Conflict-of-interest disclosure requirements.

At least half of the committee members shall be people other than public educators and Trustees, and the committee shall include parents of students enrolled in the District. The committee may include community members, higher-education representatives, and business or community group representatives.

Meetings, Notice, and Records

All District Curricular Materials Adoption Committee meetings shall comply with Idaho open meeting law and applicable District procedures. The District shall publish meeting notices, agendas, and any candidate materials or evaluation rubrics in advance on the District website and at the District office. Minutes and records of materials considered, public input received, committee recommendations, and voting records shall be retained as required by public records law and

District record-retention schedules. Public comment procedures shall be as required by Policy 4105 and the District's Board Meeting Protocol.

Public Input and Submissions

Any parent/guardian of a District student, any student, or any employee, can submit oral or written input, nominations, or objections regarding curricular materials under consideration using the District's published submission process. This process may include submission of such items via an online form, email, mail, or in-person at designated times. District procedure or forms shall specify required information, submission deadlines during the public review window, and how submissions will be acknowledged and considered. The District will make candidate materials available for public review online, at the District office, or at school sites for _____ days prior to the Committee's final recommendation. The Committee shall document how public input was considered and shall publish the Committee's recommendation, evaluation criteria, and rationale before the Board takes action.

Recommendations will be made to the Superintendent with a final decision being made by the Board. The function of the committee is to ensure that materials are selected in conformance with stated criteria and established District goals and objectives.

Selection and Adoption

The Curricular Materials Adoption Committee should develop, prior to selection, a set of selection criteria against which curricular materials will be evaluated. The criteria should include the following along with other appropriate criteria. Curricular materials shall:

1. Align with District-adopted curriculum frameworks, the State Board of Education content standards, and Idaho Code requirements for the subject/grade level;
2. Enrich and support identified instructional objectives and grade-level standards;
3. Be academically rigorous and appropriate for the intended grade level and course;
4. Be factually accurate and current; claims of historical or factual controversy must be documented with reputable sources and primary documents where appropriate;
5. Support the development of critical thinking, disciplinary skills, and informed judgment;
6. Present multiple perspectives on controversial issues and provide teacher guidance for balanced, standards-based instruction;
7. Reflect the contributions and experiences of diverse religious, ethnic, cultural, and socioeconomic groups and portray individuals and groups in a realistic, non-stereotypical manner;
8. Be accessible and usable by students with disabilities in accordance with federal and state law, including by provision of alternate formats as needed);
9. Comply with copyright, licensing, procurement, and data privacy requirements;
10. Be cost-effective and sustainable for District procurement and maintenance.
11. Enrich and support the curriculum;
12. Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
13. Provide background information to enable students to make intelligent judgments;
14. Facilitate the sharing of cultural differences; and
15. Be appropriately priced.

Selection and Adoption of History, Government, Civics, and Social Studies Materials

Any curricular materials in the subject areas of history, American government, civics, and social studies shall:

1. Comply with and align to IC 33-1602 and other applicable Idaho Code, as well as the State Board of Education's content standards applicable to the subject and grade level;
2. Be academically rigorous;
3. Be historically and factually supported by reputable scholarship and sources;
4. Promote engagement with primary sources and documents where appropriate to develop students' analytical skills;
5. Inspire patriotism;
6. Contribute to the cultivation of good moral character and the virtues necessary for self-government and human flourishing;
7. Cultivate knowledge and appreciation for the nation's history and cultural heritage as derived from the tradition of western civilization; and
8. Foster an appreciation for and attachment to the US's republican form of government, along with a proper understanding of the pupils' rights and duties as citizens of the state of Idaho and the US.

Materials Use, Loaning, and Fees

The District may loan adopted curricular materials to students for the duration of a course. Students shall not be charged for normal wear and tear. The District may charge replacement costs for lost or unreasonably damaged materials. Administrative procedures shall specify assessment, billing, and an appeals and waiver process to ensure that inability to pay does not prevent student access. Records of materials loaned, their condition, and billing shall be maintained by professional staff in accordance with District procedures.

Dual Credit Courses

For dual credit courses, the institution of higher education provider generally selects curricular materials. The District shall:

1. Inform parents and students that curricular materials for dual credit courses are selected by the partner institution and provide information on how those materials may be reviewed before enrollment;
2. Maintain records of memorandum(s) of understanding or agreements with higher-education partners that specify responsibilities for selection, notification, and student access to materials; and
3. Provide, to the extent permitted by partner agreements and law, a mechanism for parents to obtain information about dual credit course materials prior to enrollment.

Removal

Curricular materials may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the Learning Materials Review & Reconsideration Process.

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Legal References	Description
IC § 33-118A	Curricular Materials – Adoption Procedures
IC § 33-512A	District Trustees - District Curricular Materials Adoption Committees
IC § 74-200 et seq.	Open Meeting Law
IC 33-1602	United States Constitution - National Flag and Colors - National Anthem - "America" - Citizenship - Civics Test
IDAPA 08.02.03.128	Curricular Materials Selection

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
2140	Student and Family Privacy Rights
2140	Student and Family Privacy Rights
2500	Library Materials
2500	Library Materials
2510	Selection of Library Materials
2510	Selection of Library Materials
2530	Learning Materials Review & Reconsideration
2530	Learning Materials Review & Reconsideration
7310	Advertising in Schools/Revenue Enhancement