

I7: Administrative Procedures

Selection of Instructional Materials



REFERENCES

[Salt Lake City School District Policy 17](#)
[Salt Lake City School District Policy 122](#)
[Salt Lake City School District Policy 112](#)
[Salt Lake City School District Policy C3](#)
[USOE Administrative Code R277-469](#)

DEFINITIONS

Instructional materials are defined as “systematically arranged text materials in harmony with the Utah State core framework and courses of study, which may be used by students or teachers or both as principal sources of study and which cover any portion of the course.” These materials may be accompanied by or contain teaching guides, workbooks, software, videos, transparencies, or similar resources used for classroom instruction of students.

PROCEDURES FOR IMPLEMENTATION

1. Review and Selection of Textbooks and Instructional Materials

- a. Although textbooks and other instructional materials are never meant to be the only resources in a classroom, they do provide valuable tools for teaching and learning. Salt Lake City School District procedures for reviewing instructional materials are intended to help ensure the high quality of classroom resources.
- b. Instructional materials must be reviewed prior to being approved for purchase. School districts or schools using any funding source to purchase materials that have not been recommended or selected consistent with law, rule, or policy may have funds withheld equal to the actual costs of those materials. Review and recommendation may be accomplished by the Utah State Board of Education’s (USOE) Instructional Materials Commission or by a district review committee under the direction of the curriculum supervisor or coordinator for the applicable curricular area. Materials posted on the USOE Recommended Instructional Materials (RIMs) list will be considered appropriate for purchase unless the district has limited the selection of materials for a specific area through a district approval process.
- c. Recommendation of instructional materials will be based on whether they meet the following criteria:
 - Consistent with Utah State Core Curriculum and U-PASS requirements;
 - Provide an objective and balanced viewpoint on issues;
 - Appropriate to varying levels of learning and include enrichment and extension possibilities;
 - Reflect the global character and culture of the American people include multiple perspectives, and provide accurate representation of diverse groups;
 - Accurate, factual, and research-based;
 - Arranged chronologically or systematically, or both;
 - Free from sexual, ethnic, age, gender, or disability stereotyping and bias; and
 - Acceptable in technical quality.
- d. District-level review of instructional materials for adoption will be done approximately every six years, upon direction from the board of education, and/or when a new state core curriculum is adopted.
- e. A district curriculum supervisor or coordinator will organize district-level instructional material review committees. Such committees will include teachers from varied schools and grade levels along with parent representatives. Funding to support each committee’s work will be provided from the budget of the curricular area for which materials are being reviewed.
- f. Review committees will:
 - Study the state core curriculum for the areas being reviewed to become familiar with the content area’s standards, objectives, and indicators.
 - Establish criteria and a rubric for reviewing materials for recommendation. Criteria lists and rubrics are available through the curriculum department and may be revised if the committee prefers.
 - Establish a timeframe for the review process.
 - Review texts and other instructional materials to determine which will be formally evaluated.
 - Review materials and select one to three instructional packages to recommend.
 - Submit recommendations to the board of education for approval.
- g. Once recommended for adoption or purchase, instructional materials will usually remain approved for at least six years unless a curriculum change or other circumstance requires reconsideration.

- h. Free instructional materials may be used only if their content is consistent with state law and if they are reviewed and approved prior to use.
 - i. Given that all materials must be reviewed prior to purchase to ensure appropriateness for use in SLCS D classrooms, schools may request that individual materials be reviewed at any time. Schools may ask the district's curriculum department to review materials or they may constitute a school committee to complete the review under the direction of the appropriate curriculum supervisor or coordinator. Reviews requested by a school will be financially supported at the school level.
- 2. Open Disclosure and Parent Objections To Instructional Materials**
- a. All teachers should list textbooks and other instructional materials they intend to use in the open disclosure documents provided to parents and students at the beginning of the school year.
 - b. Materials that may be considered sensitive under prevailing community standards should be specifically noted in a teacher's open disclosure and made available for parent review sufficiently in advance of their use with students that interested parents may evaluate them and register their objections.
 - c. Some materials, specifically those concerning Human Sexuality Education, refer to Policy I12, may require parental permission for use in the classroom.
 - d. Parents should, in a timely manner and in accordance with the procedures outlined pursuant to Policy C3, Parent/Guardian Concerns about Curriculum or Instructional Materials, inform teachers of any sensitive materials they do not wish their children to use. When parents object to instructional materials, teachers will offer mutually acceptable alternatives, following a teacher-parent conference.
 - e. Advanced Placement, International Baccalaureate, Concurrent Enrollment, and college-level materials will not generally be reviewed for recommendation at the state or district level. Schools, under the direction of the principal, are expected to review these materials for appropriateness consistent with state law and local policy. Teachers of advanced or college-level courses must still list their instructional materials in open disclosure documents, note sensitive materials, and, as appropriate, either require parental permission or offer alternatives to parents who object.
- 3. Review and Selection of Library Media**
- a. The professional library media teacher assigned to the school and the school principal, working in cooperation with staff members, will be responsible for the selection of materials for school library media centers. Although it is not possible for a library media teacher to read and review all library media center collection items, including but not limited to books, reference sources, magazines, and audio-visual materials, the library media teacher might read or review many of the items and others may be read or reviewed by classroom teachers, administrators, and/or staff members in the school.
 - b. Selection of library media materials will be based on a combination of five or more of the following criteria:
 - Educational significance;
 - Contribution to the curriculum;
 - Validity, currency, and appropriateness;
 - Accuracy, timeliness, and permanence;
 - Favorable reviews found in standard selection sources;
 - Potential appeal and interest;
 - Artistic quality and literary style;
 - Reputation and significance of author, producer, or publisher;
 - Value commensurate with cost and/or need;
 - Support of second language learners;
 - Support of special needs students; and
 - Favorable recommendations from professional personnel.
 - c. Library media teachers, with possible assistance from classroom teachers, administrators, and/or authorized staff members, will review all purchased and donated materials prior to placement in the school library media centers within the parameters explained in paragraph one above and according to the criteria listed in paragraph two. If an item does not meet an acceptable combination of these criteria, it will not be added to the collection.
 - d. The supervisor of instructional technology/media services, working in cooperation with library media teachers, classroom teachers, and staff, will be responsible for the selection of materials for the district media center.
- 4. Audio-Visual Materials and Appropriateness Standards**
- a. SLCS D recommends that teachers show or play only those segments of audio-visual recordings on any media, including film, audiotape, videotape, compact disc (CD), and digital video disc (DVD), which illustrate the topic or content being taught.
 - b. The district media center circulates audio-visual materials that support the state core curriculum and have been reviewed for appropriateness of content. Media checked out from the district media center must be shown or played "face to face" unless the district has obtained specific "performance rights." This means, for example, that such media may *not* be broadcast over a school's closed-circuit television system, unless performance rights have been secured. See Policy I-22, Use of Copyrighted Material, and its associated administrative procedures for further clarification.

- c. eMEDIA, available through the Utah Education Network (UEN), allows for streaming or downloading of audio-visual materials purchased by the Utah Instruction and Media Consortium (UIMC). Salt Lake City School District requires that all material from eMEDIA be downloaded and burned to a DVD or CD before it can be shown or played. The school librarian will be able to help facilitate this process.
- d. Rented or personally owned audio-visual materials brought in to schools from outside the district media center collection may be shown or played in classrooms provided they, support the core curriculum, are shown "face to face", that is, not broadcast over closed-circuit television or other school networks, and have been approved in writing by school administration.
- e. Commercially produced films or videos, on any media ,film, videotape, or DVD, that meet the requirements specified in paragraphs one through four above may be shown in Salt Lake City School District schools subject to the following conditions:
 - Elementary schools, grades Pre-K-3, may show only media rated "G" by the Motion Picture Association of America (MPAA).
 - Elementary and/or Middle schools, grades four through eight, may show only "G" rated media or with parent signed permission "PG" rated media with parent signed permission.
 - High schools may show only "G," "PG," and "PG-13" rated media.
- f. Commercially produced films or videos, on any media, rated "R," "NC-17," or "X" may not be shown in schools, either in whole or in part, under any circumstances.
- g. Non-rated films or videos, on any media, must be reviewed for applicability to core curriculum, content, and appropriateness for student use. The school principal and/or the principal's designee (an administrator, licensed media specialist, or licensed educator) must review the materials and make a rating recommendation consistent with MPAA standards. Refer to the MPAA site at http://www.mpa.org/FilmRat_Ratings.asp. Based on the resulting recommendation, a school principal will give final approval for use of non-rated media in a school. A written verification of review and approval for each non-rated media item must remain on file at the school location.
- h. Commercially produced musical recordings, on any media, which carry a Parental Advisory Label from the Recording Industry Association of America (RIAA) may not be played in schools, either in whole or in part, under any circumstances. Refer to the RIAA website at <http://www.riaa.com/issues/parents/advisory.asp>.