

## **INSTRUCTIONAL RESOURCES AND MATERIALS SELECTION, ADOPTION, ACQUISITION AND RECONSIDERATION** **(Textbooks and Residuals, Supplementary Materials, Software, and Web-Based)**

### **I. Scope**

The Colorado Springs School District 11 Board of Education (the Board) is legally responsible for the adoption of instructional resources and materials which are prescribed in the Colorado Springs School District 11's (the District) instructional program.

The intention of this policy is to encourage collaboration between schools and administration to provide a system of identifying primary and alternative instructional resources and materials that are aligned to each grade level, subject and course to bring to the Board of Education (the Board) for adoption. The Board shall officially adopt instructional resources and/or materials for use in the District's schools upon recommendation of the Superintendent or designee.

### **II. Definitions**

Instructional resources and/or materials refer to resources and/or materials with instructional content or function that are required resources for classroom instruction. Instructional resources and/or materials may be in hardcopy format, web-based, and/or electronic format. They include, but are not necessarily limited to, textbooks and their residuals, other books, supplementary reading and informational materials.

Textbook and integral residuals: This is the basic set of integral instructional tools used to implement the instructional activities of a course of study and thereby to reach the course objectives. A textbook and integral residuals include but are not limited to a single volume, a series, a periodical, consumables, computer software, computer applications, videos, posters, models, manipulatives, multimedia programs and/or other electronic formats. Textbooks and integrated residuals are selected by the procedures in this regulation.

Supplemental materials are supportive instructional materials which may or may not be integral to the achievement of the course objectives but which are used to fill in instructional gaps or to enhance the course of study. Supplemental materials include but are not limited to a single volume, a series, a periodical, consumables, computer software, films, videos, posters, models, manipulatives, multimedia programs and other electronic formats. There are basically four categories of supplemental materials;

1. Supplemental materials that are generally required for classroom instruction to fill in gaps or expand on use of primary instructional materials. These materials will normally be selected through the procedures in the accompanying regulation (See Board Regulation IJJ-R).
2. Supplemental materials used to enhance the course of study and normally purchased with District funds: These materials are usually selected through the "Library Media

Selection, Adoption, Acquisition, and Reconsideration” process (see Board Regulation IJL-R).

3. Supplemental materials selected by the teacher to reinforce skills, e.g. newspaper articles, websites, or similar resources. Selection should be based on teacher professional judgment within the context of Board Policy IB, Academic Freedom. (See also Board Policy EHC, Educational Technology Resources.)
4. Mobile device applications (apps) (for example: Apple and android apps) are allowed to be used to reinforce skills and concepts without going through the formal approval process in this regulation. However, teachers must be aware that professional judgment must be adhered to. (See Board Policies IB and EHC).

### III. Implementation

Responsibility for the review and selection of instructional resources and materials to be recommended shall rest with an instructional resource and material and/or curriculum committee as appointed by the Superintendent or designee. Membership on such committee shall include representation of teachers who will use the instructional resources and/or materials, administrators and other staff members as appropriate. District instructional resources and/or materials committees shall be appointed at the time that instructional resources and/or materials adoption areas are determined for the requested materials. Appropriate administrators, subject area, and instructional level staff shall be included on each committee.

The Superintendent or designee will head all curriculum committees to make sure all policies and regulations are followed and are consistent. Also, a representative from the Learning Resource Services department will be consulted when considering instructional resources and materials related to technology.

Basic instructional resources and/or materials shall be chosen:

1. To advance the educational objectives of the District and particular objectives of the course or program
2. To ensure that students attain proficiency on state and District content standards
3. To contribute toward continuity, integration and articulation of the curriculum
4. To establish a general framework for the particular course or program

Because the instructional purposes of instructional resources and/or materials, as stated above, are of such importance, particular care shall be taken in their selection as to content.

Although many points must be examined, the Board directs the administration to be particularly mindful of the following additional considerations:

1. The needs of all learners
2. Insofar as possible, multiethnic materials which depict a pluralistic society should be selected.

3. If the instructional resources and/or materials deal with problems and issues of our times, they should present and encourage examination of differering points of view.

Because instructional resources and/or materials are selected for several years' use, special attention also shall be given to their physical characteristics, durability, format and price.

All instructional resources and/or materials shall be available for inspection, review and comment by the public prior to adoption by the Board. All adopted materials shall also be made available for inspection by the public if requested.

School personnel may request special, temporary approval to track effectiveness of a new instructional resource or material. This is called short-cycle innovation. Should the school wish to continue using the instructional resource/material, the school will need to agree to take it through the next curriculum adoption cycle for full approval by the Board (See Regulation IJJ-R for specific procedures).

The Board directs the Superintendent or designee to develop a selection, adoption and reconsideration of instructional resources and/or materials process to be included in the accompanying regulation IJJ-R.

Adopted: December, 2000  
Revised: March 18, 2015

LEGAL REFS.: C.R.S. 22-1-104 (2)  
C.R.S. 22-32-109 (l) (t)  
C.R.S. 22-32-110 (1) (r)  
C.R.S. 22-54-105 (l)

CROSS REFS.: DJ, Procurement and Contracting  
EHC, Educational Technology Resources  
IB, Academic Freedom  
IGA, Curriculum Development  
IHAL, Teaching About Religion  
IJJ-R, Instructional Resources and Materials Selection, Adoption, Acquisition and Reconsideration, Regulation to Policy IJJ, Instructional Resources and Materials Selection, Adoption, Acquisition and Reconsideration  
IJJ-E-1, Request for Reconsideration of Instructional Resources and Materials, Exhibit 1 to Policy IJJ, Instructional Resources and Materials Selection, Adoption, Acquisition and Reconsideration  
IJJ-E-2, Appeal for Reconsideration of Instructional Resources and Materials, Exhibit 2 to Policy IJJ, Instructional Resources and Materials Selection, Adoption, Acquisition and Reconsideration  
IJJ-E-3, Board of Education Appeal of the Use of Instructional Resources and Materials, Exhibit 3 to Policy IJJ, Instructional Resources and Materials Selection, Adoption, Acquisition and Reconsideration  
IJK, Use of Supplemental Materials with Instruction

IJL, Library Media Selection, Adoption, Acquisition and Reconsideration  
IJL-R, Regulation to Policy IJL, Library Media Selection, Adoption, Acquisition and Reconsideration  
IJL-E-1, Request for Reconsideration of Library Media, Exhibit 1 to Policy IJL, Library Media Selection, Adoption, Acquisition and Reconsideration  
IJL-E-2, Appeal of Reconsideration of Library Media, Exhibit 2 to Policy IJL, Library Media Selection, Adoption, Acquisition and Reconsideration  
IJL-E-3, Board of Education Appeal of the Use of Library Media, Exhibit 3 to Policy IJL, Library Media Selection, Adoption, Acquisition and Reconsideration  
IMB, Teaching About Controversial/Sensitive Issues  
KEC, Public Concerns/Complaints About Instructional Resources

CONTRACT REF.: CSEA Master Agreement