

SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS

As embodied in Board Policy 6.5 the following administrative guidelines will govern the selection of instructional materials.

The teaching staff may utilize published and printed materials to supplement the instructional program. All materials must be consistent with the philosophy governing selection of materials embodied in Board Policy 6.5.

All material that is to be adopted as the core textbook for a course or grade level shall be reviewed by a committee appointed by the building principal.

The following minimum evaluation criteria shall be utilized by the committee:

1. Adaptable to the District's Curriculum
2. Organization of material
3. Suitable for intended grade or curriculum
4. Provides practice and drill material
5. Includes evaluation devices
6. Depth and completeness of coverage
7. Provides training aides
8. Appropriate physical format

Each request for textbook adoption will be submitted to the principal utilizing the appended form. With the concurrence of the principal the request will be formulated to the superintendent for subsequent adoption by the Board of Education.

PROCEDURE FOR CITIZEN'S CHALLENGE TO INSTRUCTIONAL MATERIALS

In the event that a parent or citizen challenges the suitability of instructional materials presently in use or proposed for use by the school district, the following procedure will be used:

1. If the teacher receives a challenge, the teacher will immediately refer the challenger to the building principal. The principal will meet with the challenger to discuss the issues within five business days. The principal will also notify the staff members responsible for the purchase and use of the materials, and review the materials prior to this meeting.
2. Following the initial meeting with the challenger, the principal will meet with the aforementioned staff members to relay the issues discussed with the challenger.
3. If the challenger desires to register a formal complaint, the principal will

provide the challenger with a form entitled "Request for Reconsideration of Instructional Materials" (Section 6.5.5A of the Broadalbin-Perth Central School District Handbook).

4. The challenger will submit the completed form to the principal.
5. The principal will review the form, and inform the challenger of his/her decision on the disposition of the materials within five business days of the receipt of the form. The principal will inform the challenger of his/her right to appeal, and notify the Superintendent of the impending challenge.
6. An appeal may be made to a committee comprised of a media specialist from another school in the District, a teacher from the school, a principal from another school in the district, a parent of a student in that school (all appointed by the Superintendent) and a school board member (appointed by the president of the Board). The Superintendent will provide accurate and complete information to all local news media, if the challenge becomes a public issue.
7. Challenges involving materials housed in the media center will be reported by the school's media specialist to the director of the Hamilton-Fulton-Montgomery County BOCES School Library System, the New York Library Association's Intellectual Freedom Committee, and the American Library Association's Office of Intellectual Freedom. These organizations may submit a brief to assist the Board of Education in its deliberation.
8. The committee will submit a recommendation to the Board of Education within four weeks of the receipt of the appeal.
9. The Board of Education will make the decision as to the suitability of the challenged material.

Request For Textbook Adoption

Name of course or subject field _____ Date _____

Grade level and/or curriculum _____

Proposed Textbook:

Title _____

Author _____

Publisher _____

Copyright date _____ Edition _____

Textbook Being Replaced:

Title _____

Author _____

Publisher _____

Copyright date _____ Edition _____

Adoption date (by District) _____ No. of years used in district _____

Reasons For Proposed Adoption:

Outstanding Features Of Proposed Text:

Limitations Of Proposed Text:

Rating Of Proposed Textbook

	<u>Out- Standing</u>	<u>Good</u>	<u>Unsatis- factory</u>	<u>Comments</u>
1. <u>Content</u>				
Adaptation to District's Curriculum	_____	_____	_____	
Organization	_____	_____	_____	
Suitability for intended grade or curriculum	_____	_____	_____	
Practice and drill material	_____	_____	_____	
Evaluation devices	_____	_____	_____	
Completeness of coverage	_____	_____	_____	
2. <u>Other available teaching aids to accompany text</u>	_____	_____	_____	
3. <u>Physical format</u>		Not Applicable		
Binding, paper, ink, typography	_____	_____	_____	
Index & table of contents	_____	_____	_____	
Glossary	_____	_____	_____	
Illustrations	_____	_____	_____	

4. **Authorship**
 Training, experience, style _____
 Other similar textbooks reviewed by Committee: _____

Names of members of textbook Selection Committee: _____

_____ (Signature)
 Date _____ Chairperson of Selection Committee

Approved and Comments: _____

Quantity needed _____ Unit Cost _____

Adoption to become effective _____ Date _____

_____ Date _____ Building Principal - Signature

Approved _____ Not approved _____
 Superintendent of Schools

Date adoption approved by Board of Education _____

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Description of Instructional Material

Title of Material:

Author, Editor, or Director:

Type of material (book, videotape, disk, etc):

Publisher _____

Date: _____

Challenge Initiated by

Name: _____

Date: _____

Occupation (optional):

Address: _____

Telephone: (day) _____

(evening) _____

Challenger represents: self _____

name of organization _____

other group (identify) _____

Content

How was this material brought to your attention?

Did you read, view, or listen to the complete work? Yes _____ No _____

Is this work part of a series? Yes _____ No _____

If yes, did you read, view, or listen to the entire series? Yes _____ No _____

Cite specific areas of concern, including passage and page number of other descriptors.

Why do you object to this material?

Purpose

What do you believe is the intended purpose, theme, or message of this work?

Appropriateness

For what age group do you recommend this work?

Reviews

Cite two sources of reviews or criticisms that you consulted in the process of forming your opinion about this work.

How did the reviews support your opinion?

Consultation

List the names and addresses of people with whom you discussed this work.

What opinion(s) did the people express?

Action

What action do you recommend regarding the use of this material in school? Options may include:

_____Assign other material to my child.

_____Withdraw it from all students.

_____Return it to the Board for reevaluation

_____Other (Please explain)

Signature of Challenger _____

Signature of Principal _____ Date Received _____