



Policy Number: 1100

Dated: 01/24/2019

POLICY SELECTION OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

GENERAL STATEMENT OF POLICY

The American Leadership Academy Board of Trustees recognizes that the selection of textbooks and instructional materials is a vital component of the school's curriculum. The instructional materials shall be selected to enhance student learning, support approved curriculum and assist students in attaining standards, grade level expectations, and school goals. They also recognize that they have the authority to make final decisions on selection of all textbooks and instructional materials.

RESPONSIBILITY OF SELECTION

While the Board of Trustees retains its authority to make final decisions on the selection of textbooks and instructional materials, they also recognize the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the Board delegates to the director or designee the responsibility to direct the professional staff in formulating recommendations to the Board on textbooks and other instructional materials.

In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:

1. Support the goals and objectives of the education programs.
2. Consider the needs, age and maturity of students.
3. Align with core standards.
4. Foster respect and appreciation for cultural diversity and varied opinion.
5. Fit within the constraints of the school's budget.

The director or designee shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents and other interested members of the school's community. This procedure shall be coordinated with the school's curriculum development effort and may utilize advisory committees.

SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

The Board's adoption of instructional materials shall be based on a determination that such materials meet criteria

specified in law and are an effective learning resource to help students acquire facts, skills and opinions; develop cognitive processes; and achieve grade level competency.

The educational aims, teaching techniques, existing resources, curriculum and the extracurricular interests of the students serve as the basic guidelines for selection of resources. Resources are selected on the following basis:

Overall purpose

- Alignment to the standards in the core curriculum areas of reading/language arts, mathematics, science, and history/social science.
- Age appropriateness for the students being instructed.
- Importance of subject matter,
- Quality of the writing and/or production,
- Readability and popular appeal,
- Authoritativeness,
- Professional reputation of the author, publisher or producer,
- Format and cost,
- Suitability and ability to appeal to its intended audience, and
- Requests from community citizens, faculty and students.

Selection Aids

- School personnel shall evaluate existing resources and use reputable, unbiased professional prepared selection aids.
- School personnel shall consult specialists from departments and/or grade levels.
- Resources acquired by subscription are examined carefully and are acquired only to fill a definite need.
- Standard resources that are lost or worn are replaced periodically.
- Gifts will be accepted only when they meet the basic selection standard.
- Resources may be acquired from publisher's catalogs, bookstores, and public or private collections as long as the resources meet the criteria for selection which have been outlined above.
- The school may pilot instructional materials, using a representative sample of classrooms for a specified period of time, in order to determine how well the materials support the school's curricular goals and academic standards.
- The school will avoid controversial materials associated with such sensitive subjects as:
 1. Racial, ethnic, and sexual prejudice
 2. Political philosophy
 3. Alternate life styles
 4. Sexual references
- When considering "sensitive" areas, it is necessary to:
 1. Be aware of legislative guidelines.
 2. Be sensitive to the feelings of the school community.
 3. Be consistent with curricular goals.

RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

The Board recognizes differences of opinion on the part of some members of the school community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials. If parent concern is validated then the teacher will be required to provide an alternate curriculum resource.