

Procedure 652 – INSTRUCTIONAL MATERIALS SELECTION AND PRODUCTION

I. General Statement

The purpose of this procedure is to regulate the selection and production of instructional materials so that they conform to Policy 652 – Instructional Materials Selection and Production.

A. General criteria for the selection and/or production of any and all instructional materials.

1. Instructional materials must be evaluated on the basis of the purposes for selection and production set forth in Policy 652 – Instructional Materials Selection and Production, as well as the following criteria:
 - a. Instructional materials will have favorable recommendations based on examination by district instructional personnel, or
 - b. Instructional materials will have favorable reviews found in standard review sources.
 - c. Instructional materials will contain accurate information except in those cases when inaccuracy is needed because the purpose of the material is aimed at teaching critical thinking skills, teaching about propaganda, or developing an awareness of a factual, historical context.
 - d. Instructional materials will be of high technical quality and be aesthetically pleasing, except in those cases when the material is of less technical and aesthetic quality because it is a primary resource material or a facsimile of the same.
 - e. Instructional materials will have a cost commensurate with their value and/or level of need.
 - f. Instructional materials will be judged on the basis of both strengths and weaknesses and the relative influences those strengths and weakness may have upon the acquisition of knowledge, skills, and attitudes by students.
2. Instructional materials offered as gifts will be considered using the same criteria as purchased materials.
3. Instructional materials will conform to the provisions of current copyright law, Public Law 94-553.

B. Distinction Between Two Classes of Instructional Materials

1. Core/supplementary instructional materials

Core/supplementary instructional materials are defined as those instructional materials which are selected to:

- a. Match a specific course of study and/or specific outcomes.
- b. Be used as the main instructional materials for that course of study or outcomes.

2. Media collection instructional materials.

Media collection instructional materials are defined as those materials which:

- a. Have content which falls within a general curricular topic, and/or
- b. Offer a fictional or non-fictional source for reference, and
- c. Are readily available to students and staff through Media and Technology Services.

C. Process and criteria for selecting core/supplementary instructional materials.

1. District-level Selection

- a. District-level core/supplementary instructional materials must be targeted for evaluation and selected as a result of the District's instructional program improvement process which includes recommendations by Teacher Advisory Teams, Principal Advisory Teams, the Curriculum Coordination Committee, and approval by the Director of Curriculum, Instruction, and Educational Standards.
- b. Prior to selecting core/supplementary instructional materials, a Materials Review Plan must be implemented in accordance with the District's Program Improvement Plan Process Guide. The Materials Review Plan is to include opportunity for review and input by teachers, Principals, and parents/community through the District Planning Advisory Council (DPAC), the Human Sexuality Advisory Committee (human sexuality and sexually transmitted infections education), building level PTO's/PTA's/Site Councils, and the Cultural Integration Planning Committee (CIPC).

2. Building-level Selection

Buildings and individual teachers may select core/ supplementary materials for purposes such as motivating students or extending practice opportunities for fluency and retention as long as those materials are consistent with the District's instructional goals and the District's scope and sequence for the subject area.

D. Process and criteria for producing core/supplementary instructional materials

1. District-level Production
 - a. Core/supplementary instructional materials may be targeted for production through the District's program improvement process which includes recommendations by Teacher Advisory Teams, Principal Advisory Teams, the Curriculum Coordination Committee, and approval by the Director of Curriculum, Instruction, and Educational Standards
 - b. Core/supplementary instructional materials may be produced if the materials would be:
 - 1) Potentially more effective than commercially produced instructional materials and/or
 - 2) More efficient than commercially produced materials, and/or
 - 3) More readily available because no such commercial materials are being produced or because of time constraints, and/or
 - 4) More accurate than currently available commercial materials, and/or
 - 5) More representative of the community.

2. Building-level Production
 - a. It is appropriate for core/supplementary materials to be produced at the building or teacher level for purposes such as:
 - 1) Special projects or units as long as those units are consistent with the District's instructional goals, and for purposes such as
 - 2) Motivating students or extending practice opportunities for fluency and retention as long as those materials are consistent with the District's curriculum for the subject area.
 - b. If those materials would be:
 - 1) Potentially more effective than commercially produced materials, and/or
 - 2) More efficient than commercially produced materials, and/or
 - 3) More readily available because no such commercial materials are being produced or because of time constraints, and/or
 - 4) More accurate than currently available commercial materials, and/or
 - 5) More representative of the community.

E. Process and criteria for selecting media collection instructional materials.

1. District-level

- a. Except in unusual circumstances, instructional materials must be recommended in standard review sources or previewed before purchase.
 - b. Requests for preview of instructional materials currently not in a District collection must be initiated through the use of a District Media Services Preview Request Form for Instructional and Professional Development Resources. The completed form may contain either a specific title or a topic.
 - c. District Media and Technology Services will conduct a search of vendors or loan sources.
 - d. Upon receipt of the preview materials, the materials will be distributed to appropriate instructional staff for evaluation.
 - e. The evaluators will complete an evaluation form and send the form to District Media and Technology Services.
 - f. The Director of Instructional Media and Technology will prioritize positively evaluated materials for purchase.
2. Building-level
- a. Information Technology Specialists will assess the completeness of the existing collection relative to curriculum topics and reference works.
 - b. Information Technology Specialists will assess curriculum and reference needs as expressed by licensed instructional staff in the building.
 - c. Information Technology Specialists will consult with the Director of Instructional Media and Technology or Curriculum Specialists/Program Coordinators before selecting materials when they need advice relative to the purpose and/or appropriateness of the materials.
- F. Process and criteria for producing media collection instructional materials.
- 1. District-level production.
 - a. Media collection instructional materials may be targeted for production through
 - 1. Submission of a Production Request Form to the Director of Instructional Media and Technology who establishes production priorities.
 - 2. By direction of the Director of Curriculum, Instruction, and Educational Standards.

- b. Media collection instructional materials may be produced if the materials would be:
 1. Potentially more effective than commercially produced instructional materials and/or
 2. More efficient than commercially produced materials, and/or
 3. More readily available because no such commercial materials are being produced or because of time constraints, and/or
 4. More accurate than currently available commercial materials, and/or
 5. More representative of the community.

- c. Building-level Production
 1. It is appropriate for media-collection materials to be produced at the building or teacher level for purposes such as:
 - a) Special projects or units as long as those units are consistent with the District's instructional goals, and for purposes such as
 - b) Motivating students or extending practice opportunities for fluency and retention as long as those materials are consistent with the District's instructional goals, and

 2. If those materials would be:
 - a) Potentially more effective than commercially produced materials, and/or
 - b) More efficient than commercially produced materials, and/or
 - c) More readily available because no such commercial materials are being produced or because of time constraints, and/or
 - d) More accurate than currently available commercial material, and/or
 - e) More representative of the community.

Procedure 652 Dated: 12/2/03
(formerly Procedure 6410)

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Procedure Revised: 10/15/85
Procedure Dated: 9/1/81

Legal References:
Public Law 94-553: copyright

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

Cross References:

Policy 104 – School District Mission Statement
Policy 603 – Curriculum Development, Implementation and Delivery
Policy 644 – Community Resource Persons
Policy 648 – Instructional Programs
Policy 654 – Instructional Materials
Reevaluation
Policy 924 – School Volunteers