

Kimberly School District

INSTRUCTION 2311P

Selection, Adoption and Removal of Curricular Materials

Curriculum committees will generally be responsible to recommend textbooks and major instructional materials for consideration by the Board for curricular materials that are not covered by the state curriculum materials committee. Recommendations will be made to the Superintendent, with a final decision being made by the Board. The function of the committee is to ensure that materials are selected in conformance with stated criteria and established district goals and objectives.

Selection and Adoption

The curricular materials adoption committee should develop, prior to selection, a set of selection criteria against which curricular materials will be evaluated. The criteria should include the following along with other appropriate criteria. Curricular materials shall:

- be congruent with identified instructional objectives;
- present more than one viewpoint on controversial issues;
- present minorities realistically;
- present non-stereotypic models;
- facilitate the sharing of cultural differences;
- be priced appropriately.

Removal

Curricular materials may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the Learning Materials Review Process (Policy 2314)

Videotape /Video Disc Usage

When a teacher believes that a videotape/video disc (not in school library) will enrich the curriculum by helping to achieve the goals and objectives of the respective course, the staff member is to follow the procedure as listed below.

Verify the videotape/disc meets the following criteria:

- It serves an educational function and affords learning experiences appropriate to the level of student understanding.
- It has been previewed by the teacher for educational application and purpose, as well as for the general quality of the video message.
- It is rated "G" or "PG" or made specifically for public service and/or the educational market.
- Receive prior approval from the respective building principal to show a videotape/disc rated "PG-13" only to students thirteen years of age or older. With the exception of videos produced for public service and the educational market, any other video without an established rating should

normally be excluded from further consideration.

- Provide advance notification to parents that there will be an alternative assignment for any student who wishes not to attend the showing of a video rated "PG-13".
- Record, prior to showing the video, the following information in their lesson plan book:
 1. The title of the video.
 2. The educational objective of the video.
 3. The length of the video (playing time).
 4. The date which the video is to be shown.

Some general public videos may be shown for motivational as well as academic purposes. There is value in motivational use when prudence and good judgment are practiced. The amount of video usage shall be minimal in each respective class.

It is the respective building principal has reason to believe that a video will not contribute to the curriculum or will be unsuitable for the students, the principal may deny use of the video. If the teacher disagrees with the principal's denial, an appeal may be made within ten days to the superintendent for reconsideration

Procedure History:

First Reading: 11/26/02

Adopted on: 1/28/03

Revised on: