

SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS

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The Mineral Point School Board is legally responsible for all instructional materials relating to the operation of the district. The Board delegates the responsibility for coordinating the selection of and making recommendations for the purchase of instructional materials to professional employees. Such personnel shall select instructional materials in accordance with these guidelines.

In accordance with Board policy, the school district shall not discriminate in the selection and evaluation of instructional and library materials.

The School District will provide adequate instructional materials and services, texts, library/media services, and collections to all students that reflect in an accurate and unbiased way the cultural diversity and pluralistic nature of American Society. 121.02 (1) (h)

The Board may make certain learning materials and services available to students under condition that the student's parents or guardians provide consent to the student's use of that specific material or service.

All gifts, in-kind contributions or non-profit provision of instructional and library/media materials or services are covered by this policy. Discontinuing the use of instructional materials are subject to the same selection criteria as for original selection.

Instructional Learning Materials and Services

The Mineral Point School Board shall adopt all instructional materials and services that serve as the foundation for a curricular area or course content. These materials may include, but are not limited to, textbooks, workbooks, trade books, computer software, video recordings, and test materials. Instructional learning services are any media programming, data services, communication services, distance instructions or similar service provided by any individuals or organization other than the school district.

The selection of instructional materials is delegated to the professional staff involved in the development and teaching of the related curriculum. The Board must approve all materials and services and a list of all adopted materials and services shall be filed with the School District Clerk.

Teachers may only be prohibited from using approved materials and services if the material or service has been reviewed and rejected in accordance with the Board's procedures for reconsidering the use of instructional materials and services (Policy 871). If materials are reviewed and rejected, the teacher may not use the materials and library/media personnel may not make them available to students.

Materials and services may be used to extend student's opportunities to master learning outcomes and enrich student-learning opportunities. Individual teachers following the criteria referenced in this policy may select these supplementary materials and services for use. Any questions or selection of supplementary materials are to be referred to the building principal.

Library/Media Materials and Services

Library/media materials are those circulated from the library/media centers and made available through these centers by any means such as computer software or video programming distributed electronically from the centers. Library/media services provided through the centers

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include local and wide area network, the Internet, satellite or cable video programming, communication services, distance learning opportunities, and similar services.

The purpose of the district library/media program is to develop persons who are skilled, motivated users of information. To this end, the program selects materials and services to implement in to the district curriculum and to complement the curriculum by providing materials that will motivate students to learn to use information for personal, academic, civic, and social purposes.

The selection of library/media materials and services is delegated to the licensed library media specialists in the district. They are to confer with teachers and other staff, survey students and follow the guidelines contained in this policy. The media specialist will in turn recommend purchase of materials and services to the principal.

Criteria for Selection

District personnel should use these criteria, which are not intended to be inclusive, when selecting instructional materials and services.

A. The following criteria will be used as they apply:

1. Learning resources shall support and be consistent with the general educational goals of the state and the district and aims and objectives of individual schools and specific courses.
2. Learning resources shall be chosen to enrich and support the curriculum and the personal needs of the users.
3. Learning resources shall meet high standards of quality in:
 - * artistic quality and/or literary style
 - * authenticity

 - * educational significance
 - * factual content
 - * physical format
 - * presentation

 - * readability
 - * technical quality
4. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and the social development of the students for whom the materials are selected.

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5. Learning resources shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.

6. Learning resources shall provide information on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis.

7. The value of work shall be examined as a whole and given greater weight than individual words, phrases or passages contained in the work.

B. The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views.

C. Gift materials shall be judged by the same criteria as new purchases and will be accepted or rejected accordingly.

Selection Tools

The following are resources that may be used in the selection process:

1. Reviews in professional sources such as Booklist, School Library Journal, Horn Book, and VOYA.
2. Recommendations by experts in children's and young adult literature.
3. National and state awards such as Caldecott, Newberry, Coretta Scott King, Michael Printz, and Golden Archer.
4. Professional selection bibliographies such as The Big Book of Teen Reading Lists and CCBC Choices (year).
5. Collection development tools such as Follett's Title wave and Junior Library Guild.
6. Recommendations by faculty, administration, students, parents, and community members.

Weeding

Selection is an ongoing process. Materials will be removed when they are in poor physical condition, no longer relevant to the curriculum, receive little use, provide inaccurate and dated information or encourage stereotypes or biases.

Legal Reference(s): Wisconsin Statutes 118.03 121.02 (1) (k)

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118.12
118.13
120.13 (5)
PI9.03 (1) of the Wisconsin Adm. Code

Cross Reference: Discrimination Complaint Procedures
Policy 411, Nondiscrimination Educational Policy

Adopted: Revised:

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