

**INSTRUCTIONAL RESOURCES AND MATERIALS SELECTION, ADOPTION, ACQUISITION  
AND RECONSIDERATION (REGULATION)**  
**(Textbooks and Residuals, Supplementary Materials, Software, and Web-Based)**

**1. Definitions**

Instructional resources and/or materials refer to resources and/or materials with instructional content or function that are required resources for classroom instruction. Instructional resources and/or materials may be in hard copy format, web-based, and/or electronic format. They include, but are not necessarily limited to, textbooks and their residuals, other books, supplementary reading and informational materials.

Textbook and integral residuals: This is the basic set of integral instructional tools used to implement the instructional activities of a course of study and thereby to reach the course objectives. Textbooks and integral residuals include but are not limited to a single volume, a series, a periodical, consumables, computer software, computer applications, videos, posters, models, manipulatives, multimedia programs and/or other electronic formats. Textbooks and integrated residuals are selected by the procedures in this regulation.

Supplemental materials are supportive instructional materials which may or may not be integral to the achievement of the course objectives but which are used to fill in instructional gaps or to enhance the course of study. Supplemental materials include but are not limited to a single volume, a series, a periodical, consumables, computer software, films, videos, posters, models, manipulatives, multimedia programs and/or other electronic formats. There are basically four categories of supplemental materials:

- a. Supplemental materials that are generally required for classroom instruction to fill in gaps or expand on use of primary instructional materials. These materials will normally be selected through the procedures in this regulation.
- b. Supplemental materials used to enhance the course of study and normally purchased with District funds. These materials are usually selected through the “Library Media Selection, Adoption, Acquisition, and Reconsideration” process (see Board Regulation IJL-R).
- c. Supplemental materials selected by the teacher to reinforce skills and concepts, e.g. newspaper articles, websites, or similar resources. Selection should be based on teacher professional judgment within the context of Board Policy IB, Academic Freedom. (See also Board Policy EHC, Educational Technology Resources.)
- d. Mobile device applications (apps) (for example: Apple and android apps) are allowed to be used to reinforce skills and concepts without going through the formal approval process in this regulation. However, teachers must be aware that professional judgment must be adhered to. (See Board Policies IB and EHC)

## 2. Introduction

These procedures recognize that it is the responsibility of professional educators to select instructional resources and materials suitable to the abilities and needs of students in relation to the curriculum. These procedures further recognize that it is the privilege and responsibility of the public to question any instructional resources and/or materials they may consider to be inappropriate.

Instructional resources and/or materials will be recommended:

- a. To meet the needs of the individual schools based on a knowledge of the total curriculum.
- b. To meet the present and future needs of the students and the community in terms of the existing available instructional resources and materials.

These procedures recognize the right of parents to request that their child be given alternative materials or assignments. (See Board Policy IMBB, Exemptions from Required Instruction).

These procedures recognize any judgment a teacher makes in the utilization of materials which are not selected within this process is the sole responsibility of that teacher. (See Board Policy IB)

All instructional resources and materials obtained through District, building and/or private funds, gifts, free and/or borrowed materials must be selected through this approved procedure. Use of the materials will determine the appropriate selection procedure.

## 3. Responsibility

- a. Legal

The Colorado Springs School District 11 Board of Education (the Board) is legally responsible for instructional resources and materials which are prescribed in the District's instructional program.

- b. Supervision

The Board delegates the responsibility for selection to the administrative staff. The responsibility for coordination and/or supervising the selection rests with the Superintendent or designee.

- c. Implementation

Recommendations for selection of instructional resources and/or materials may originate with teachers and other personnel concerned with instruction.

In support of short-cycle innovation in schools, school personnel may request special, temporary approval to track effectiveness of a new instructional resource or material. A small team comprised of a member of the Colorado Springs School District 11's

(the District's) Information Technology (IT) department, Procurement, the Educational Data and Support Services (EDSS) department and the Instruction, Curriculum and Student Services (ICSS) department will review the request. The support of short-cycle innovation, if approved, will require tracking data on effectiveness. Should the school wish to continue using the instructional resource/material, the school will need to agree to take it through the next curriculum adoption cycle for full approval by the Board. The Board will be notified by the Superintendent or designee of any short-cycle innovation approvals.

**4. Assumptions**

- a. Instructional resources and materials should reflect the many elements present in the curriculum and society.
- b. Instructional resources and materials should be balanced in relation to a specific topic to represent various viewpoints of an issue.
- c. Instructional resources and materials should reflect the student's right to study a controversial issue which has political, economic or social significance.
- d. Instructional resources and materials should reflect the pluralistic character and culture of our society.
- e. Instructional resources and materials should reflect an attitude of fostering respect for minority groups, women, religious and social differences and ethnic groups.
- f. The physical format of any instructional resources and materials will not be altered in any way.
- g. Any citizen who lives within the boundaries of the District, or any employee of the District will have the right to participate in the selection and reconsideration of all instructional resources and materials used within any school.
- h. Instructional resources and materials should be selected for their major strengths.
- i. Instructional resources and materials should reflect and recognize student differences.
- j. Citizen participation is part of the process in order to reinforce and augment the professional judgments of individual teachers in the selection and use of instructional resources and materials.

**5. The following selection criteria should be used as they apply.**

- a. General materials chosen
  1. Meet the needs and goals of the curriculum standards.
  2. Contain appealing content and style to suit the interests and abilities of students.
  3. Have a suitable physical format and appearance.

4. Meet the needs of students at all instructional levels.
  5. Reflect a valid and reliable viewpoint on the part of the author.
  6. Be appropriate for the maturity and ability of the students.
  7. Contain biased or slanted viewpoints only to meet specific curricular needs.
  8. Stimulate creativity.
- b. Fiction materials chosen
1. Have literary value.
  2. Portray inter-group tension and conflict objectively and encourage examination from differing points of view.
  3. Reflect societal/global problems, aspirations, attitudes and ideals.
  4. Represent literary quality to include appropriate setting, point of view, characters, plot, theme and style.
- c. Nonfiction materials chosen
1. Cover a subject of importance and interest.
  2. Reflect knowledge or research on the part of the author.
  3. Be up-to-date where appropriate.
  4. Meet high standards of quality in factual content and encourage examination from differing points of view.

## 6. Procedures for Selection and Adoption of Instructional Resources and Materials

The Office of Instruction, Curriculum, and Student Services is responsible for developing a timeline for the process of adopting content. This timeline is located on the District 11 Department of Instruction, Curriculum and Student Service's web page located at the following link: <http://www.d11.org/Instruction/Pages/Materials.aspx>

- a. Persons requesting that an item be considered for adoption will contact the appropriate department chairperson/representative, principal or instructional supervisor in writing and request the adoption of specified instructional resources and materials.
- b. The department chairperson/representative, principal or the instructional supervisor will check to see if the textbook or supplemental material is already on the "Approved Instructional Materials List".
- c. The person requesting consideration of materials should complete the "Request for Adoption of Content Media Form" (located at the following link: <http://www.d11.org/Instruction/Documents/AdoptionForms/Request%20for%20Adoption%20of%20Content%20Media.pdf>). The form, and a copy of the textbook or support material must be signed by the building principal or the department chair and then forwarded to the appropriate Content Facilitator no later than a date set 6 weeks

prior to the item(s) going to the Board for approval (see the Instructional Materials/Course Adoption Process Timeline located at the following link: <http://www.d11.org/Instruction/Pages/Materials.aspx>).

- d. If the material is already approved under an older copyright date, the Content Facilitator must follow the Copyright Change Process located at the following link: <http://www.d11.org/Instruction/Pages/Materials.aspx>
- e. The Content Facilitator will review the materials and submit it to a committee of reviewers (“the curriculum committee”) that will provide feedback on the book or supplemental material to the Assistant Superintendent of Instruction, Curriculum and Student Services. This takes place at least two times per school year: in the fall and the spring, and if needed, there be a third adoption process.

The committee will give a final review of instructional resources and materials, evaluating the quality and “fit” to District needs and make a recommendation to the Content Facilitator.

- f. After the Content Facilitator has approved the recommendation, it is submitted to the Assistant Superintendent of Instruction, Curriculum and Student Services.
- g. The Assistant Superintendent of Instruction, Curriculum, and Student Services is responsible for final review of all materials that are sent to the Board for final approval.

If the instructional material to be considered for approval includes an online or computer-based component, it must be reviewed by a Division of Technology Services representative to assure IT compatibility. New versions or revisions to these materials must be reviewed by a Division of Technology Services representative to assure IT compatibility.

- h. Once the Assistant Superintendent of Instruction, Curriculum, and Student Services has approved each textbook and supplementary material, a notice to the public will be posted. The Public notice is required one (1) week prior to public review. A public review of the recommended titles will be conducted for one week prior to being sent to the Board for approval. After reviewing an item, a citizen may submit reactions using the [Textbook Adoption Reader form](#) to record their comments (the Textbook Adoption Reader form is located at the following link: <http://www.d11.org/Instruction/Documents/AdoptionForms/Adoption%20Reader%20Form.pdf>).
- i. The citizens’ reactions regarding the adoption of the instructional resources and/or materials will be returned to the appropriate Content Facilitator. The Content Facilitator will submit his/her written recommendation regarding the citizens’ comments to the Superintendent through the Assistant Superintendent of Instruction, Curriculum and Student Services. The Superintendent will submit the requests to adopt titles recommended by the curriculum committee to the Board for approval, along with the citizens’ comments and the Content Facilitator’s recommendations regarding the citizens’ comments.
- j. The Board will take action on the recommendations from the Superintendent and the approved items will be listed on the Approved Instructional Material List.

- k. In cases where requests for instructional resources and/or materials are rejected by a curriculum committee, a notation of the title of the instructional resources and/or materials with reasons for its rejection will be furnished to those submitting the request and to the Assistant Superintendent of Instruction, Curriculum and Student Service.
- l. If the parties submitting a rejected request wish reconsideration for the item, they may re-submit to the Assistant Superintendent of Instruction, Curriculum and Student services for review.
- m. The decision of the Assistant Superintendent of Curriculum Instruction and Student Services will be communicated to the party submitting the rejected request.
- n. Gift materials will be judged by the criteria listed in Section 5 and will be accepted or rejected by those criteria, and in accordance with the procedures set forth in Section 6 of this document.
- o. Selection is an ongoing process which will include the removal of instructional resources and materials (de-selection) because of
  - 1. Deteriorated physical condition.
  - 2. Multiplicity of copies.
  - 3. Out-of-date or obsolete information (requires committee action).
  - 4. Lack of use over an extended length of time (may require committee action).
  - 5. Failure to meet current selection criteria or selection and adoption process (requires committee action).
  - 6. Reconsideration in accordance with the procedure set forth in Section 7 below.

**7. Procedures for Reconsideration of the Use of Current Instructional Resources and Materials**

- Step A Concerns about instructional resources and/or materials, verbal or written, will be directed to the building Principal who will officially acknowledge them within five (5) school days, by scheduling a meeting.
- Step B The Principal will attempt to resolve the issue of the concern informally by explaining the rationale for the selection and use of the instructional resources and/or materials in question to the person or group requesting reconsideration within five (5) school days after the scheduled meeting with the person or group requesting reconsideration. Removal of the item is not an option at this step.
- Step C If the Principal's explanation does not satisfy the issue of the concern, he/she will provide the individual or group with a "Request for Reconsideration of Instructional Resources and/or Materials" form (See IJJ-E-1). All formal requests for reconsideration must be made on this form. Instructional resources and materials under question can be withdrawn only by action of a building, District committee or the Board.

Step D Upon receipt of the completed form, the Principal will:

- a. Forward a copy of the completed form to the Superintendent or designee.
- b. Appoint a committee with an odd number of members composed of:
  1. Principal as chairperson.
  2. Three to five (3-5) teachers from the building.
  3. One to three (1-3) citizens from the community.

Ex-officio members (nonvoting)

1. Person(s) requesting reconsideration.
  2. Appropriate instructional supervisor.
  3. Recorder of minutes of the meeting.
- c. Convene the committee within fifteen (15) school days from the date of receipt of the completed "Request for Reconsideration of Instructional Resources and/or Materials" form.

Step E The Principal will provide each committee member with the following:

- a. Copy of or access to the item under reconsideration.
- b. Copy of completed "Request for Reconsideration of Instructional Resources and Materials" form.
- c. Copy of these regulations..
- d. History of the selection of the instructional resources and/or materials

Step F Each committee member will

- a. Review all items provided by the Principal in their entirety.
- b. Complete "Committee Review of Media" form at the committee meeting.

Step G The Principal will direct the committee:

- a. Define the concern.
- b. Determine if the item meets the selection criteria.
- c. Direct the discussion of the members of the committee.
- d. Conduct a written ballot, whereby the majority wins.
- e. Ensure for completion of "Committee Review of Media" form.

Step H The Principal will provide a written copy of the committee's decision to the person requesting the reconsideration within ten (10) school days from the date of the building committee meeting with a time table and explanation of the appeal process.

Step I The Principal will provide a written copy of the committee's decision, minutes of the meeting and the "Committee Review of Instructional Resources and Materials" forms to the Superintendent or designee.

- Step J When the process results in removal of the item, the Principal will send all copies of said item to the warehouse after removing them from appropriate inventory records.
- Step K The Superintendent or designee will notify the chairperson of the appropriate District curriculum committee of the decision of the building committee.
- Step L The Superintendent or designee will provide the Superintendent and Board with appropriate information regarding any actions taken as a result of a request for reconsideration of instructional resources and/or materials within ten (10) school days from the date of the building report.
- Step M The person(s) requesting the reconsideration has the right to appeal the decision of the building committee within fifteen (15) school days from the date of the building committee hearing to a District level committee. This written request should be directed to the Superintendent or designee on an "Appeal of Reconsideration of Instructional Resources and Materials" form (see IJJ-E-2).

### **District Level Committee**

- Step N Upon the receipt of the request for appeal, the Superintendent or designee or designee will:
- a. Form an odd-numbered committee composed of:
    1. An Executive Director (chairperson).
    2. Three to five (3-5) instructional specialists/supervisors.
    3. One to three (1-3) citizens of the District community

Ex-officio members (nonvoting)

    1. Person(s) requesting the reconsideration.
    2. Principal and interested teachers from the building.
    3. Recorder of minutes.
  - b. Convene the committee to consider the request for reconsideration of instructional resources and/or materials within fifteen (15) school days from the date the request for appeal is received. No member of the building committee may serve as a member of this committee.
- Step O This District level committee will follow the same procedures as used by the building committee. See Steps E - H.
- Step P The Superintendent or designee, will provide the person(s) requesting appeal, the building Principal, the Superintendent and the Board with appropriate information regarding the actions taken as a result of the appeal within ten (10) school days from the date of the District level committee meeting.
- Step Q The person(s) requesting the reconsideration of instructional resources and/or materials has the right to appeal the decision of the District level committee within fifteen (15) school days of the date of the committee report. This written



request will be submitted to the Superintendent on the "Board of Education Appeal of the Use of Instructional Resources and Materials" form (see IJJ-E-3).

Step R The Superintendent will acknowledge the receipt of the request for appeal within five (5) school days after receipt. The Superintendent will provide the Board the request for appeal and the Administration's recommended response with supporting rationale. The Board will provide the person requesting the appeal with appropriate information regarding the Board's decision and rationale within thirty (30) school days of receipt of the appeal by the Superintendent.

### Final Actions

In the event of a severe overload of concerns/requests for reconsideration, the Principal, after completing Step C, may elect to postpone Step D for a reasonable time agreed upon by both parties.

An item which has undergone reconsideration may not be reconsidered in the District for ninety (90) school days from the date of the report of the last review level.

An item may be removed from the District only as a result of the process described in this procedure.

When instructional resources and/or materials are removed from a school at any level it may be reviewed in twenty-four (24) months by the school and the Superintendent or designee for possible reentry into the collection if it meets the current selection criteria.

Adopted: December, 2000

Revised: March 18, 2015

LEGAL REFS.: C.R.S. 22-1-104 (2)  
C.R.S. 22-32-109 (l) (t)  
C.R.S. 22-32-110 (1)(r)  
C.R.S. 22-32-11 (l) (o) (p) (q) (r)  
C.R.S. 22-54-105 (l)

CROSS REFS.: DJ, Procurement and Contracting  
EHC, Educational Technology Resources  
IB, Academic Freedom  
IHAL, Teaching About Religion  
IJJ, Instructional Resources and Materials Selection, Adoption, Acquisition and Reconsideration  
IJJ-E-1, Request for Reconsideration of Instructional Resources and Materials, Exhibit 1 to Policy IJJ, Instructional Resources and Materials, Selection, Adoption, Acquisition and Reconsideration  
IJJ-E-2, Appeal of Reconsideration of Instructional Resources and Materials, Exhibit 2 to Policy IJJ, Instructional Resources and Materials, Selection, Adoption, Acquisition and Reconsideration

IJJ-E-3, Board of Education Appeal of the Use of Instructional Resources and Materials, Exhibit 3 to Policy IJJ, Instructional Resources and Materials, Selection, Adoption, Acquisition and Reconsideration  
IJK, Use of Supplemental Materials with Instruction  
IJL, Library Media Selection, Adoption, Acquisition and Reconsideration  
IJL-R, Regulation to Policy IJL, Library Media Selection, Adoption, Acquisition and Reconsideration  
IJL-E-1, Request for Reconsideration of Library Media, Exhibit 1 to Policy IJL, Library Media Selection, Adoption, Acquisition and Reconsideration  
IJL-E-2, Appeal of Reconsideration of Library Media, Exhibit 2 to Policy IJL, Library Media Selection, Adoption, Acquisition and Reconsideration  
IJL-E-3, Board of Education Appeal of the Use of Library Media, Exhibit 3 to Policy IJL, Library Media Selection, Adoption, Acquisition and Reconsideration  
IMB, Teaching About Controversial/Sensitive Issues  
IMBB, Exemptions from Required Instruction  
KEC, Public Concerns/Complaints About Instructional Resources

CONTRACT REF.: CSEA Master Agreement