

## IJ-AR - INSTRUCTIONAL RESOURCES AND MATERIALS

District professional staff and citizens will review and recommend learning resources that are the major information source (textbooks and primary support materials) for the standards being taught (instructional program objectives) and are required for use in a unit of study. These materials are then formally adopted by the Board of Education (see Board of Education Policy IJ).

### PROCEDURE

1. At the appropriate time in the curriculum development process, the director of curriculum and instruction shall direct the curriculum specialist, or designee, to form a curriculum selection committee of an appropriate composition and define a formal review process.
2. The committee shall be a subcommittee of the Instructional Improvement Committee (IIC) and may include, but not be limited to, the following representatives:
  - Classroom teachers
  - School administrators
  - Library media specialist(s)
  - Special education teacher(s)
  - Parents
  - Citizens
  - Purchasing department representative
3. The review process shall include, but not be limited to, the following:
  - a. Reviewing the materials currently being used in the area of study and determining which of those materials should be retained and which should be replaced.
  - b. Surveying new materials available for selection. The chairperson will collect samples of and information about all appropriate products that are currently published.
  - c. Developing or revising review and evaluation standards and forms to meet the needs of the curriculum area.
  - d. Professional staff narrowing the selection to those materials that meet district standards and adhere to district policies of non-bias and nondiscrimination.

