

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



**POLICY FOR SELECTION OF INSTRUCTIONAL MATERIAL**

- I. The Winner Board of Education, while retaining its full rights and responsibilities under the laws of the State of South Dakota with regard to the determination of curriculum, may organized or authorize the administration to organize advisory committees to periodically review curriculum and advise the board concerning curriculum changes.
- II. Review, Adoption, Implementation, and Evaluation of Instructional Materials
- A. Each principal will prepare a long range planning calendar for the review, adoption and implementation, and evaluation of basic instructional materials. The calendar will include a five year cycle for reviewing in structional materials.
  - B. In making curriculum changes each principal will coordinate with other building principals in order to maintain continuity in subject areas.
  - C. Modification of the calendar may be necessary if the following conditions exists:
    - 1. Materials currently issued become outdated with respect to content prior to the time new materials are scheduled to be selected.
    - 2. Materials currently being used have deteriorated in physical condition to the point they are no longer usable.
    - 3. Evaluation indicates the materials should be replaced.
    - 4. Materials may be used longer than five years if conditions warrant continued use.
- III. Curriculum Advisory Committees
- A. A majority of the members of the Curriculum Advisory Committees, whether they be subject area, grade level, system wide, or special focus, shall be teachers. I administrators and board members wish to be included in the deliberations of a certain committee, they shall become members of that committee. These committees may include students, parents, and other resource persons. Advisory committee appointments are to be made by the superintendent in concurrence with the building principal, and are subject to approval by the board.
  - B. The building principal will appoint the chairperson and recorder of the study committee and will serve as a resource person and will give guidance to the review.
  - C. The building principal will supply the study committee with the following information:
    - 1. purpose of committee
    - 2. tentative timeline for accomplishing assignments
    - 3. district philosophy and objects
    - 4. any other information that may be necessary
  - D. The building principal will inform publishers of the study to be done.
    - 1. sample materials will be requested
    - 2. selected publishers may be invited to make presentations to the study committee

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- E. The Curriculum Committee will select or develop evaluation instruments to be used in evaluation the materials being studied. You can find suggestions in the School District Handbook, For Selection of Instructional Material published by the South Dakota Department of Education.
1. Materials to be selected will be evaluated for the following:
    - a. content
    - b. readability
    - c. social fairness
    - d. physical qualities
    - e. audio-visual materials
  2. Copies of the study committee's evaluation will be placed on file in the office of the building principal and the office of the superintendent of schools.
- F. Selection of Instructional Materials
1. The curriculum Advisory committee will submit recommendations and their rationale to the building principal.
  2. The building principal will submit his/her recommendation to the superintendent with rationale for the recommendation.
  3. The superintendent will submit his/her recommendation to the board of education.
  4. The board of education has the ultimate responsibility for approving the adoption of curriculum materials.
  5. The building principal will be responsible for ordering the appropriate materials.
  6. The building principal will arrange for in servicing teachers to the new materials.

IV. In the event the selection of instructional materials is challenged, the following procedures will be used:

- A. When feasible, sample copies of teaching materials accepted for inclusion in the curriculum shall be retained in the administrative offices of the Winner Public Schools, and shall be available for inspection by arrangement with the superintendent. If sample copies aren't available at the administrative office, arrangements may be made with the superintendent to view the materials.
- B. Objections to certain teaching materials by citizens of the Winner School District should first be discussed with the classroom teacher in whose class the materials are being used. Objections unresolved at this level should be discussed with the appropriate building principal and teacher, and if still unresolved, with the superintendent and the aforementioned persons.
- C. Objections by any citizen of the school district unresolved through the procedure outlined in Section IV, paragraph B, above shall be submitted to the superintendent on a form provided for that purpose. The superintendent shall then appoint a curriculum advisory committee, which shall meet and render a

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decision in writing as soon as possible. Appeal from this decision may be made through the superintendent to the Winner School Board for final resolution.

**V. Definitions**

*Instructional Materials*

Instructional materials are defined as the basic text-books which cover the basic requirements of the course and which are provided in multiple copies for the use of the total class.

*Content*

Content refers to accuracy and relevancy of materials presented, inclusion of essential concepts and skills, and instructional application.

The content of all educational materials must be examined before they are purchased. It is imperative to assure that the needs of local students will be served by the materials. The curriculum must be established or revised before textbooks or other materials are purchased to insure meeting local needs.

*Readability*

Readability refers to the ability of students to comprehend the written content of the materials under consideration.

There are three commonly used formulas to assess the reading level of materials: the Dale-Chall, Spache, and Fry methods. Three to six checks should be taken on every textbook and the scores averaged to reflect the approximate grade level.

It should be recognized that the reading abilities of students vary greatly within any classroom and that all textbooks should be supplemented with appropriate materials to properly challenge rather than frustrate students.

*Social Fairness*

Social fairness refers to all attitudes and actions present in the materials which relegate women, minorities, the elderly, and the handicapped to a secondary and/or inferior status in society. Materials are biased if they omit the actions and the achievements of these groups, if they demean by using patronizing language, or if they show them only in stereotyped roles with less than the full range of human interests, traits, and capabilities. In evaluating materials for social fairness, the following areas are considered:

1. Numerical representation of sexes, races, cultures, and classes of people;
2. Consideration of the effects of the book on the child's self-image and self-esteem;
3. Work roles of people;
4. Lifestyles of people; and
5. Language biases.

*Physical Qualities*

Physical qualities refer to the usability and durability of the materials to both students and teachers.

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*Audio-Visual Materials*

Audio visual materials need to be evaluated with the same careful consideration that is given to printed materials. All materials need to meet the district's goals and standard of quality, be within budget allocations, and most importantly, be effective learning tools.

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Winner Public Schools  
Citizens Request for Reconsideration of Material

Title \_\_\_\_\_

Author \_\_\_\_\_

Other pertinent data \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Complaint represents \_\_\_\_\_ self

\_\_\_\_\_ organization \_\_\_\_\_

\_\_\_\_\_ other \_\_\_\_\_

1. To what in the materials do you object? Please be specific \_\_\_\_\_

\_\_\_\_\_

2. What do you feel might be the result of the use of this material \_\_\_\_\_

\_\_\_\_\_

3. Have you viewed the entire materials? \_\_\_\_\_ What parts? \_\_\_\_\_

\_\_\_\_\_

4. What is your recommendation with regard to this material \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature