

SELECTION AND ADOPTION OF CURRICULAR MATERIALS

1. Purpose Statement

- A. The Bonneville Joint School District Board of Trustees has the statutory responsibility to approve and provide textbooks and other necessary curricular materials for student and teacher use in the District. The Board recognizes the importance of providing students access to a range of high-quality materials while ensuring that curricular materials comply with Idaho law, align with state content standards and District instructional objectives, and satisfy the selection criteria established in this policy. The Board requires that textbooks and curricular materials support instruction and learning of essential standards by:
 - i. Stimulating growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
 - ii. Providing background information to essential knowledge, skills, and dispositions;
 - iii. Presenting diverse views of controversial issues;
 - iv. Representing diverse religious, ethnic, and cultural groups and their contributions to our American heritage;
 - v. Depicting the cultural diversity and pluralistic nature of American society without bias or prejudice.

2. Guidelines

- A. The Director of Learning and Instruction is responsible to coordinate the review and recommendation of all textbooks and supplemental curricular materials proposed for adoption as primary curricular resources in all District schools.
- B. The Board of Trustees shall appoint a curricular materials adoption committee to advise the Board on the selection of curricular materials for use in District schools. The Director of Learning and Instruction shall coordinate and may chair the committee's work.
 - i. At least one-half (1/2) of this committee must include persons other than public educators and trustees.
 - ii. The committee shall include parents of a child or children attending a school or schools within the school district.
 - iii. All meetings of the committee shall be held in open session and be duly noticed in accordance with the Idaho Open Meetings Law.
 - iv. Any person may submit oral or written objections to any curricular materials under consideration.

- v. The District shall have on hand and available to the public the titles, authors and publishers of all curricular materials being used in the District. Except for students' tests, the public has the right to inspect the instructional materials used in the District's schools.
 - vi. All materials will be reviewed and selected based on readability and their capacity to provide appropriate connections of content material from grade-to-grade, and particularly from school-to-school.
 - vii. Recommendations for textbook and curricular material adoptions must fall within the amount allocated within the approved District budget for that fiscal year.
- C. The final decision regarding adoption of curricular materials rests with the Board of Trustees following consideration of the committee's recommendation and any comments submitted by District staff or members of the public.

3. Selection Criteria for History, American Government and Civics, and Social Studies

- A. All curricular materials adopted for history, American government and civics, and social studies shall:
- i. Align with Idaho Code § 33-1602;
 - ii. Align with state content standards established by the State Board of Education;
 - iii. Be academically rigorous;
 - iv. Be historically and factually accurate;
 - v. Directly utilize or otherwise promote engagement with primary sources and documents;
 - vi. Inspire patriotism;
 - vii. Contribute to the cultivation of good moral character and the virtues necessary for self-government and human flourishing;
 - viii. Cultivate knowledge and appreciation for the nation's history and cultural heritage as derived from the tradition of Western civilization, while also recognizing the contributions of other civilizations, cultures, and peoples to the development of the nation's history and cultural heritage; and
 - ix. Foster an appreciation for and attachment to America's republican form of government, along with a proper understanding of students' rights and duties as citizens of the State of Idaho and the United States.

- B. The District may use supplemental instructional materials, including primary sources, documents, maps, and other resources, provided those materials satisfy the requirements in subsection A.
- C. When secondary English language arts or communications coursework incorporates primary documents or literature from or about the American Revolution, American founding, or early republic, those materials shall align with the criteria in subsection A.

4. Selection of Textbooks and Curricular Materials for Dual Credit Classes

- A. The selection, adoption, and removal of curricular materials for a dual credit course are controlled by the sponsoring institution of higher education. District approval to offer the course does not constitute District adoption of each curricular material selected by the sponsoring institution.
- B. Before a class may be offered to students for dual credit, the teacher designated to teach any section of that class must submit the syllabus for the class to the Director of Learning and Instruction for approval. Approval to offer the class should be received before submitting the syllabus to the sponsoring university for approval.
- C. The syllabus for each course will be made available to all students and parents who enroll in the course or who request it prior to enrolling in the class. The syllabus must clearly identify all curricular materials that students will be required to read, view, or otherwise engage with. All curricular materials will be made available to students and their parents to preview. Parents and students are responsible for reviewing the syllabus and materials before enrolling in a dual credit class.
 - i. The syllabus for every dual credit course should include the following statement: "As a university course, parents and students may not be entitled to the same accommodations as can be provided in a regular high school course. Requests to withdraw from curriculum or assignments in dual credit classes pursuant to Idaho Code § 33-6001 and Board Policy 2428 Parental Rights may prevent students from earning college credits; however, students will still be provided the opportunity to earn high school credit.
 - ii. Students in dual credit courses may be responsible for the purchase of curricular materials for individual use.

5. Process for Purchasing Curricular Materials

- A. Teachers should not purchase curricular materials for use by students from their own personal funds. All curricular materials, including those to be used in dual credit classes, must be purchased from school or District funds. Exceptions to this must first be approved by the building principal in writing.
- B. In order to purchase supplemental curricular materials, a teacher or team of teachers must first search the list of approved supplemental curricular materials.

- i. If the material is in the list of approved supplemental curricular materials, staff members can proceed with the purchase since the material is already approved by completing the Textbook Requisition Form.
 - ii. If the requested curricular materials have not previously been approved, then Board approval must be requested by completing the Supplemental Curricular Form.
 - iii. Supplemental history, government, civics, social studies, and covered secondary ELA materials must meet the requirements in Section 3.
- C. The review process will include approval from the building principal and the Director of Learning and Instruction. Approved materials will be submitted to the Board of Trustees for final approval.
- i. Following Board approval, the teacher can then complete the Textbook Requisition Form or use other approved school or District funds to purchase the material.
 - ii. If the material is not recommended for approval, the principal and teacher or team of teachers will be notified. If a request has been denied, teachers can request approval from the Board by requesting the material be included on the next Board meeting as an action item. Teachers will be given the opportunity to present their rationale for use of the curricular materials directly to the Board of Trustees.

6. Review, Reconsideration, and Removal of Curricular Materials

- A. Parents have the right to object to curricular materials and request alternative assignments pursuant to Board Policy 2428 Parental Rights and Idaho Code 33-6001.
- B. The provisions of this policy and statute do not necessarily apply to courses taken for college credit.
- C. Citizens objecting to specific materials used in the District are encouraged to submit a complaint in writing on Form 2500F Statement of Concern about Curriculum/Media Resources and discuss the complaint with the building principal/designee prior to pursuing a formal complaint.

7. Process for Objections to Use of Curricular Materials

- A. Parent/Guardian or staff objecting to specific materials used in the District are encouraged to submit a complaint in writing on Form #2500F Statement of Concern about Curriculum/Media Resources. The challenged material will be temporarily removed to allow the Instructional Materials Review Committee to study the complete text, media, or content of the material in question.

- B. Within five (5) school days of the receipt of the complaint, the Director of Learning and Instruction forms an Instructional Materials Committee.
 - i. The committee will be composed of the following individuals:
 - 1. two members of the district's current Instruction and Learning Team
 - 2. two parents
 - 3. one teacher
 - 4. a certified school librarian
 - ii. A person who is directly involved in the complaint shall not serve on the committee.
 - iii. The Director of Learning and Instruction will submit completed copies of the Statement of Concern about Curriculum/Media Resources form to each member of the Instructional Materials Committee.
- C. The Director of Learning and Instruction will set a meeting date for the committee within fifteen (15) school days from the receipt of the complaint.
 - i. The Director of Learning and Instruction will notify the complainant and committee members of the meeting date.
 - ii. All committee members must study the complete text, media, or content of the material in question and the issues of the complaint before the initial meeting.
- D. The committee shall:
 - i. invite the complainant and the faculty member(s) most involved with the use of the material to provide oral and/or written comments to the committee to present their points of view. The committee may choose to invite expert witnesses to provide additional testimony. People testifying before the committee shall be present only during the testimony portion of the committee meeting.
 - ii. review the challenged material and the testimonies.
 - iii. determine the extent that the material supports the instructional program.
 - iv. discuss values, merits, and faults of the challenged material.
 - v. base its opinion on the material in its entirety and not on passages pulled out of context.
- E. The committee will vote on the disposition of the complaint. The committee will vote to decide whether:
 - i. to keep the content where it is,

- ii. to move the content to a school or platform with an older student demographic, or
 - iii. to remove the content from District access or collections.
- F. Within two (2) school days of the decision, the Director of Learning and Instruction will notify the complainant in writing of the committee's decision.
- G. The decision of the Instructional Materials Committee may be appealed to the Board of Trustees.
- i. The appeal request must be received within five (5) school days after the receipt of the appeal decision from the Instructional Material Committee. If an appeal is not received within five school days, the decision of the committee will be considered final.
 - ii. All requests, appeals, and responses shall be in writing and submitted to the Clerk of the Board.
 - iii. The appeal must be limited to the scope of the original complaint.
 - iv. The Board of Trustees' decision is final.
- H. The District shall notify a complainant of the date of the meeting at which the appeal will be addressed.
- I. Within five (5) school days of the completion of the review and appeal process, the District will disseminate the final decision to all affected schools.
- J. The District's Instruction and Learning Team will maintain a log of each formal complaint and the results of the review/appeal process.

8. Use and Removal of Curricular Materials

- A. Curricular materials may be made available for loan to students when the best interest of the District and student will be served.
- i. Students will not be charged for normal wear.
 - ii. Students will be charged for excessive wear and/or unreasonable damage to materials.
 - iii. Replacement costs for lost materials will be charged to students.
- B. The professional staff will maintain the records necessary for proper accounting of all curricular materials.
- C. Curricular materials may be removed when they no longer satisfy the criteria for initial selection, are worn out or obsolete, or are determined inappropriate through the process established in Section 7 of this policy.

9. Definitions

- A. Curricular Materials: Textbooks and instructional media, including software, audio/visual media, and internet resources. Curricular materials do not include library materials selected and maintained under the District's library materials policies.
- B. Learning and Instruction Team: Team made up of the Director of Learning and Instruction, Director of Special Education, Director of Intervention and Support, Director of Technology, and representatives from the Secondary and Elementary Principals.
- C. Supplemental Curricular Materials: printed instructional materials or digital content that are used on a consistent or regular basis ~~and~~ that addresses only a portion of the course content, are required to be used by all students in the class, and are used in conjunction with a core text to provide differentiated instructional experiences to those students who need them.

10. Legal References

- A. Idaho Code § 33-118A Curricular materials – Adoption Procedures
- B. Idaho Code § 33-118C - Curricular Materials - History and Civics
- C. Idaho Code § 33-512A District Trustees - District Curricular Materials Adoption Committees
- D. Idaho Code § 33-1602 - United States Constitution - National Flag and Colors - National Anthem - "America" - Citizenship - Civics Test
- E. Idaho Code § 33-6001 - Parental Rights
- F. Idaho Code Title 74, Chapter 2 - Open Meetings Law
- G. IDAPA 08.02.03.128 Curricular Materials Selection and Online Course Approval

11. Cross References

- A. Advanced Opportunities #2367
- B. Parental Rights #2428
- C. Student and Family Privacy Rights #2140
- D. Educational Media Center/Library Materials #2500

12. Adoption and Revision History

- A. Adopted: 02-13-1986
- B. Reviewed: 01-17-2018

C. Revised: 07-11-2001; 06-08-2005; 08-12-2020; 04-13-2022; 05-11-2022, 10-14-2026

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