

Book	Administrative Policies
Section	Section I: Instruction
Title	Selection of Instructional Materials
Code	IIAC R 2
Status	Active
Adopted	March 18, 1993
Last Revised	July 1, 2021

Primary dynamic instructional materials are used for more than one-fourth of the instruction for a course and are resources that are subject to change. Examples of dynamic materials include websites, software, apps, and self-authored materials. Primary dynamic instructional materials shall be reviewed by a Dynamic Instructional Materials Review Committee and the Information Technology Department to ensure content, presentation, and technical compatibility that:

- are consistent with Board Ends 1.1 and 1.2;
- are age-appropriate and developmentally appropriate for intended students and are consistent with policy IMB and procedure IMB R that address controversial issues;
- comply with state and district student privacy policies; and,
- are compatible with District network and devices.

Recommendations and supporting information from the Dynamic Instructional Materials Review Committee will be forwarded to the Assistant Superintendent for Learning Services or designee for review and inclusion as an approved instructional material. Approved primary dynamic materials will then be reviewed annually by teachers using the approved material.

Primary instructional materials are used for more than one-fourth of the instruction for a course and are static materials, either print or electronic versions of instructional materials where content for the approved edition does not change.

Primary materials must be approved by the Board of Education per C.R.S. 22-32-109(1)(t). Primary materials shall be evaluated by an Expert Panel of educators capable of evaluating the specific content of the materials. The Expert Panel will also review dynamic instructional materials that are part of the textbook program. A District-wide, content specific Expert Panel will be convened to review primary instructional materials according to the recommendations of the Standards Implementation Review Team for that content following IIAC. An Expert Panel may also be convened at the individual school level to review instructional materials. Proposed primary materials shall be reviewed by the Expert Panel and the Information Technology Department to ensure that the content, presentation, and technical compatibility:

- are consistent with Board Ends 1.1 and 1.2;
- are age-appropriate and developmentally appropriate for intended students and are consistent with policy IMB and procedure IMB R that address controversial issues;
- comply with state and District student privacy policies; and,
- are compatible with District network and devices.

Upon notification to the District community, instructional materials will be available for examination and feedback for a period of 10 days when the District office is open. Primary textbook recommendations and supporting information will be forwarded to the Assistant Superintendent for Learning Services or designee for review and presentation to the Board of Education for approval. The Board of Education only considers recommended primary materials in February and May. Primary materials that were previously approved pursuant to policies

and/or procedures applicable at the time of approval are considered duly approved for use. Dynamic resources that accompany an approved textbook program must be reviewed annually by teachers using the approved material.

Supplementary instructional materials are used for less than one-fourth of the instruction for a course. Teachers shall ensure that supplementary instructional materials for teacher use and/or student selection are:

- consistent with Board Ends 1.1 and 1.2;
- age appropriate and developmentally appropriate for intended students; and,
- consistent with policy IMB and procedure IMB R that address controversial issues.

Supplementary instructional materials are approved by the building principal or designee.

All instructional materials obtained through the District, building, private funds, gifts, or free or borrowed materials must be selected following the steps outlined in this procedure (IIAC R 2).

Adopted/Approved: March 18, 1993

Revised: March 2, 1995

January 10, 2002

April 6, 2005

October 23, 2006

September 28, 2009

July 1, 2014

July 1, 2016

June 14, 2017

July 1, 2021

[IIAC R 2 Selection of Instructional Materials final.pdf \(74 KB\)](#)