



## **SECTION III: INSTRUCTION**

## **POLICY 3110**

### **INSTRUCTIONAL MATERIALS REVIEW AND SELECTION**

#### **Statement of Policy**

The mission of Broken Arrow Public Schools is to educate, equip and empower a community of learners by providing dynamic learning opportunities which enable all students to be successful.

The policy of the Board of Education of Broken Arrow Public Schools is to provide a wide range of developmentally appropriate materials that meet the needs of students and teachers by providing for diversity in appeal and the presentation of different points of view.

#### **Availability of Instructional Materials for Review by Parents or Guardians**

All instructional material, including but not limited to teacher manuals, audio, video or other supplementary instructional material in any format, used by Broken Arrow Public Schools as a part of the educational curriculum, shall be available for inspection by the parents or guardians of students enrolled in the school.

Parents or guardians may request to review instructional materials by submitting a written request to the building Principal, or their designee, where the student attends school. Except for unusual circumstances, materials will be made available for review within five (5) school days from receipt of the request. When possible, a copy of the requested materials may be checked out for a reasonable time to the parent/guardian for their review. If this is not possible due to the limited number of copies available or technical issues with the material's format, the Principal may require inspection of the materials to take place in the site media center or other office area at the school site. Onsite review of materials will take place during regular business hours of the school, in such a way as to not disrupt classes or be a distraction to students.

In the event the requested review is denied or after fifteen (15) days with no response from the principal, the parent may request this information through the Board of Education in accordance with the district's policy regarding parent rights.

For the purposes of this section, "instructional material" means instructional content that is provided to a student, regardless of the format, including printed or representational materials, audio-visual materials and materials in electronic or digital formats.

#### **Objectives of Instructional Materials Selection**

To facilitate the District's mission, members of the professional staff seek to meet the following objectives in materials selection:

1. To select materials that will enrich and support the written curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served.
2. To select materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and awareness of societal standards.
3. To select materials that will provide students an opportunity to develop the practice of critical analysis and making informed judgments in their daily lives.



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4. To select representative materials which contribute to our understanding of our national heritage and the world community.
5. To select age appropriate materials of the highest quality, in relation to the above objectives and the rudiments of this policy, that will aid in the effort to create a comprehensive collection appropriate to the school community and that reflects the community standards.

#### **Definitions**

1. Instructional materials are items that by design serve as a major tool for assisting in the instruction of a subject, course, or activity. These items may be available in bound, unbound, kit, or package form and may consist of hard or soft back textbooks, consumables, learning laboratories, audio or video recordings, software, and other instructional tools.
2. Library media materials are those print and non-print, multimedia resources, equipment and supplies housed and/or cataloged in the library media centers
3. A patron is a student, the parent or the guardian of a student, or a current resident of the school district.

#### **Responsibility for Selecting Materials**

The Board of Education delegates the authority for the selection of instructional materials to the Superintendent. The actual selection rests with appropriate, professional personnel who shall discharge this obligation consistent with the Board's adopted selection criteria and procedures.

1. Textbooks--Textbooks that best match the District's written curriculum shall be selected under the guidance of the Executive Directors of Elementary and Secondary Education and in compliance with the School Laws of Oklahoma. Textbooks shall be used during the entire period of adoption.
2. Other Instructional Materials--The responsibility for coordinating and recommending the selection and purchase of other instructional materials that support and are aligned with the District's written curriculum rests with the appropriate professional personnel, such as teachers, department/grade-level chairs, principals, curriculum coordinators, technology integration specialists, or other professional staff members, directly affected by and/or responsible for the materials.
3. The selection of material shall be made by committee which shall include administrators, at least two teachers representing a variety of grade levels, media specialists and may include parents/guardians and students. The responsibility for coordinating and recommending the selection and purchase of library media materials rest with the committee, however the approval of the final list will be made by the District's site principals.



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#### Criteria for Selecting Instructional Materials

Instructional materials shall support and be consistent with the District's written curriculum. Staff members shall use the following criteria as a guide for selecting instructional materials:

- Educational significance;
- Contribution the material makes to the written curriculum and to the interests of the students;
- Reviews found in standard selection sources;
- Literary and professional reputation and significance of the author, producer, and/or publisher;
- Validity, currency, and appropriateness of material;
- Contribution the material makes to breadth of representative viewpoints;
- Degree of potential user appeal;
- Artistic quality and/or literary style;
- Quality of factual content and presentation;
- Value commensurate with cost and/or need; and
- Timeliness or permanence

Instructional and media materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.

#### Criteria for Media Center Selection

The following kinds of materials should be selected for the media centers:

- Materials containing integral information to support the instructional program;
- Materials presenting appropriate information for the reading level and understanding of students served by the media center;
- Materials reflecting the interests and needs of the students and faculty served by the media center;
- Materials presenting information designed to help students gain an awareness of our pluralistic society;
- Materials warranting inclusion because of their literary and/or artistic value and merit;
- Materials presenting information with the greatest degree of accuracy and clarity possible;
- Materials presenting a fair and unbiased presentation of information; and
- Material selected for maintaining a diverse collection of various points of view.
- Materials selected shall reflect the district's community standards for the population the library serves, and the materials shall be age-appropriate to the school in which the materials are made available.

#### Procedures for Selecting Library Media Materials

Professional personnel will consult and evaluate reputable selection aids and professional resources prior to selecting materials. Selection, however, is not limited to the listings in such resources. Proposed materials will be examined/evaluated to the extent necessary or practical to apply the District's selection criteria. Among the possible selection aids and professional resources to be consulted are:

- School Library Journal;



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- Booklist;
- Horn Book;
- Library Media Connection;
- Children's Catalog;
- Junior High School Catalog;
- Senior High School Catalog;
- Reference Books for School Libraries;
- Elementary Library School Collection;
- Bulletin of the Center for Children's Books;
- Oklahoma Annual Textbook Requisition List; and
- Other special bibliographies, many of which have been prepared by educational organizations for particular subject matter areas.

Recommendations for the purchase of instructional materials may involve administrators, teachers, students, District personnel, parents/guardians, and/or community members as appropriate.

Selection is an ongoing process that includes the removal of materials no longer appropriate and the replacement of lost and worn materials. Weeding (the removal of materials) is essential to maintaining a relevant collection. Materials considered for weeding should include the following:

- Materials in poor physical condition;
- Materials containing obsolete subject matter;
- Materials no longer needed to support the written curriculum or student/faculty interests;
- Materials superseded by more current information;
- Materials containing inaccurate information; and
- Materials with low circulation.

The selection of educational software may include administrators, teachers, media specialists, curriculum coordinators, students, and community members. The selection process for educational software shall include a review and a recommendation from the District's Technology Integration Specialist as to the usability of the software in relation to the District's current and future computer systems and hardware capabilities.

#### Gift Materials

Gift materials may be accepted with the understanding that they must meet the same selection criteria as materials purchased with district funds and that the district will use the gift materials in accordance with the decisions of the appropriate personnel. Gift materials, once accepted, become the property of the Broken Arrow Public Schools.

Source: *Information placed in handbook March, 1975.*  
*Broken Arrow Board of Education policy adoption, November 2, 1981.*  
*Broken Arrow Board of Education policy revised, December 20, 1993.*



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- Broken Arrow Board of Education policy revised, January 22, 1996.*
- Broken Arrow Board of Education policy revised, December 13, 2004.*
- Broken Arrow Board of Education policy revised, July 13, 2009.*
- Broken Arrow Board of Education policy revised, November 10, 2014.*
- Broken Arrow Board of Education policy revised, July 10, 2017.*
- Broken Arrow Board of Education policy revised, October 10, 2022.*