

Materials Adoption Process for Additional Materials - Procedure 2020P – Exhibit C

Additional Materials Process:

1. Additional Materials is a curriculum materials category (in addition to the existing “Basic” and “Supplementary” categories). Additional Materials are used in conjunction with the Basic instructional materials of a course. Additional Materials are for use across all sections of a course within the district. Additional Materials are used to support, enrich, individualize, and deliver the major skills content of a course or unit of study to meet the instructional needs of students. These materials, including novels, collections, films, plays, and non-fiction, may be in print or non-print format. These Additional Materials are intended to provide curricular options at a designated course and/or grade level and would be used at the discretion of the course instructor.
2. The adoption of **Additional Materials** must follow Process 1 or Process 2 as outlined in this document:
 - a. Process 1 – Consent Decree Process
 - i. Materials fitting the definition of Additional Materials that have been previously reviewed and recommended by a credible educational organization for use in the classroom including International Baccalaureate, Advanced Placement, College Board, College in the High School courses and materials from curricula that have been adopted into Basic Materials are eligible for adoption by the Instructional Materials Committee (IMC) through a consent decree application.
 - ii. Consent decree applications will provide the IMC with the following information
 1. Name of the material(s) considered for adoption
 2. Organization that has already reviewed and recommended/ materials
 3. List of the BSD courses that materials are intended for
 4. Recommendation for appropriate age-range/grade-level BSD usage
 5. Complete Exhibit D, Evaluation Tool for Text Adoption and Exhibit E, Bias Review documents
 6. Acknowledgements of potential controversies or sensitive issues that teachers using the materials should be aware of before implementation in the classroom
 7. Names of three affected teaching staff members seeking adoption (EX: counselors, Special Education teachers, multilingual learner teachers, discipline-specific teachers/curriculum developers)
 - iii. The IMC will certify that materials have undergone adequate peer and/or professional review and recommend materials to be adopted for use by the BSD by submitting them to the Superintendent or Designee for final approval.
 - iv. Once materials have been approved by the Superintendent or Designee they will be included in the District list of adopted curricular materials along with the relevant information regarding potentially controversial or sensitive content and age/course-level recommendations

- b. Process 2 – School-based Review Committee
- i. Any materials that fit the category of Additional Materials, *but which have not seen previous peer/professional review for use in the classroom* will be assessed by a Review Committee before adoption.
- ii. Composition of the Review Committee will be determined in consultation between a building administrator and affected teaching staff according to the following guidelines:
 - 1. The team will include between 4-6 certificated staff (selected from a potential group of counselors, Special Education teachers, multilingual learner teachers, and discipline-specific teachers/curriculum developers)
 - 2. The team will include 1-3 parents from the school community
 - 3. The team will include 2-4 students from the school community
- iii. The Review Committee will conduct their review and recommendation to the IMC according to the following guidelines:
 - 1. All team members must read, re-read, and/or otherwise examined the materials in their entirety during the review process
 - 2. All team members must use and complete Exhibit D, Evaluative Tool for materials assessment and sharing of opinions
 - 3. The team will apply and discuss Exhibit E, Bias Review as part of this process
 - 4. The team will establish and agree upon a reasonable timeline for review of materials and date(s) to discuss final recommendation
 - 5. If the Review Committee does not reach a unanimous agreement on recommending materials for adoption via the IMC, any reservations expressed by the dissenting committee member(s) will be reflected in the final presentation to the IMC.
- iv. Materials deemed worthy of recommendation for adoption by the Review Committee will be submitted to the IMC for approval.
- v. Review Committee adoption recommendations to the IMC will include:
 - 1. Name of the material(s) considered for adoption
 - 2. Review Committee member names
 - 3. List of the BSD courses that materials are intended for
 - 4. Recommendation for appropriate age-range/grade-level BSD usage
 - 5. Acknowledgements of potential controversies or sensitive issues that teachers using the materials should be aware of before implementation in the classroom
 - 6. Copies of the Evaluative Tools and Bias Review used by the Committee
- vi. The IMC will certify that materials have undergone adequate review by the School-based Review Committee and recommend materials be adopted for use by the BSD by submitting them to the Superintendent or Designee for final approval.
- vii. Once materials have been approved, they will be included in the District list of adopted curricular materials along with the relevant information regarding potentially controversial or sensitive content and age/course-level recommendations.

Date: 03.21