

Instruction

Administrative Procedure - Supplemental Materials Selection

The selection process and supplemental classroom materials will be the role of our educational professionals. Staff members will use professional judgment throughout the process, which will include one or more of these Professional Learning Communities (PLCs): grade level team, school department, ad hoc committee, or existing subject area committee.

Selection and Review of Supplemental Materials for Classroom Use

Staff and their PLCs must carefully choose supplemental materials to enhance and enrich the curriculum, support adopted text and meet the diverse needs of the students in their classroom.

When considering the use of any supplemental materials for use in the classroom, these questions should be addressed by the PLCs to verify the selection of the materials appropriateness.

1. What is my specific purpose in using this supplementary material?
2. How does this supplementary material relate to the topic studied and/or to your objectives?
3. How does this material relate to the common core and other state standards?
4. Are ethnic and cultural groups treated fairly?
5. Does the material require any special guidance before and/or after the presentation because of emotional content or difficulty of material?
6. Does the material fall under the guidelines of policy 6:210, Instructional Materials?
7. Does use of the material follow copyright guidelines and restrictions?
8. Are there any additional reasons why the material should go through further review?

If the PLC cannot reach a unanimous decision regarding the selection of supplemental materials, the PLC will pursue an additional review from the Assistant Superintendent for Teaching, Learning and Accountability. The decision by the Assistant Superintendent for Teaching, Learning, and Accountability will stand as the final.

Parent Notification Process for Independent Reading Requirements at Hadley

Parents/guardians should be notified of their child's literacy goals and reading requirements at the beginning of the school year and at the start of Trimester 2 and 3 with parent letter (6:210-E1) and the "Art of Choosing a Book"(6:210-E2). The letter (6:210-E1) must be signed and returned to the teacher and will count as a student assignment. A child will not be permitted to select books from the classroom library without signed parent permission.

Parents/guardians should consult with various book review sites to determine if they do not want their child to read and/or participate in lessons related to the supplemental materials that have been selected.

If a parent/guardian does not want their child to have access to a particular resource or participate in certain lessons, this information should be communicated to the child's teacher via a letter, email or phone call.

Procedures for Reconsideration of Supplemental Materials

If an objection is made regarding the appropriateness of supplemental materials used in a classroom, the following procedures will be observed:

1. The parent/guardian with a concern shall meet with the PLC.
2. If the complaint is not resolved during this initial meeting, the principal shall hold a conference with the parent/guardian. At such conference, the focus of the discussion shall be the specific materials to which the complainant objects, and the reasons for such objection. The principal shall maintain a written record of this meeting and any ensuing meetings.
3. If the parent/guardian is dissatisfied with the results of the conference(s), the principal shall provide the parent/guardian with a copy of Board policy and procedure. The reconsideration process shall only be initiated by completion of the reconsideration form (6:210-E3).
4. Within ten (10) school days of receiving the completed reconsideration form, the principal shall forward a copy to the Assistant Superintendent of Teaching, Learning, and Accountability and keep one copy on file at the school.
5. The Assistant Superintendent of Teaching, Learning, and Accountability will review all pertinent materials regarding the reconsideration and meet with the individual(s) seeking the reconsideration, the school principal and other individuals supporting the usage of supplemental materials.
6. After the Assistant Superintendent of Teaching, Learning and Accountability has reviewed all pertinent information and met with the interested parties, he/she will render a decision in writing within thirty (30) school days of receiving the reconsideration appeal.
7. If the parent/guardian is not satisfied with the decision by the Assistant Superintendent of Teaching, Learning, and Accountability, the interested individual(s) would seek an appeal to the Superintendent of Schools.
8. The Superintendent will review all pertinent materials regarding the reconsideration and schedule a meeting with the individual(s) seeking reconsideration, school principal, Assistant Superintendent of Teaching, Learning and Accountability and any other individuals deemed appropriate.
9. After the Superintendent has reviewed all pertinent information and met with the interested parties, he/she will render a decision in writing within ten (10) school days of receiving the reconsideration appeal.
10. If the parent/guardian is not satisfied with the decision by the Superintendent, the individual(s) have an opportunity for a final appeal to the Board of Education.
11. The Board of Education will review all pertinent materials regarding the reconsideration and schedule a meeting with the individual(s) seeking reconsideration, school principal, Assistant Superintendent of Teaching, Learning and Accountability and other individuals deemed appropriate.

12. After the Board of Education has reviewed all pertinent information and met with the interested parties, it will render a decision in writing within thirty (30) school days of receiving the reconsideration appeal.

Reviewed: March 24, 2014

Adopted: April 14, 2014