

Article X.A.6. Learning Materials

A. Statement of Purpose

It is the expectation of Granite School District (District) that students become proficient in the skills and competencies included in the Utah state core standards as defined by the Utah State Board of Education (USBE) rules. Learning materials shall be designed and selected to meet that expectation. Selecting and using appropriate learning materials are among the enumerated statutory powers and duties of the Board of Education of Granite School District (Board). Learning materials shall reflect the priorities outlined in the District's strategic plan including: maintaining fidelity to the core standards for Utah public schools, aligning the District's instructional framework, and selecting evidence-based instructional tools and assessments.

B. Definitions

1. "Instructional materials" mean Board-adopted learning materials used District-wide for student instruction and assessment. Instructional materials do not include learning materials used in concurrent enrollment, advanced placement, or international baccalaureate programs or classes or other classes with required instructional materials that are not subject to selection by the Board.
2. "Learning materials" is an umbrella term that includes instructional and supplemental materials and means any resource used to deliver or support student learning.
3. "RIMS" means the Utah State Board of Education Recommended Instructional Materials Searchable database, located at: <https://usbe.midaseducation.com/rims>.
4. "Supplemental materials" mean learning materials used to support teaching and learning, which are not required to be approved by the Board. Supplemental materials are used for the express purpose of providing support, context, and relevance to student learning.

C. Instructional Materials

1. Adoption of instructional materials is a District-wide process. The Curriculum and Instruction Department (Curriculum and Instruction) is responsible for initiating and overseeing the selection and approval of instructional materials following the criteria outlined below.
 - a. Curriculum and Instruction shall survey District teachers and administrators to gain a strong understanding of their priorities for the upcoming instructional materials adoption in relation to the District's Strategic Plan.
 - b. Curriculum and Instruction shall establish a diverse committee composed of teachers (with expertise in the content area and grade span), teacher association representatives, District and school administrators (as necessary), specialists across all pertinent District departments (e.g.,

Educational Equity, Special Education, etc.), and parents with expertise in the content area (may also be teachers).

- c. Curriculum and Instruction shall finalize the specific requirements and criteria that will be used to identify the District-wide primary instructional materials based on the selection factors and input received.
- d. Curriculum and Instruction ~~may consider~~ shall the RIMS database for available instructional materials that might meet the District's instructional material needs.
- e. For adoptions that require a vendor-purchased product, Curriculum and Instruction shall complete a Request for Proposal process under the guidance of the Purchasing Department to ensure compliance with procurement rules, efficiency, and price advantage.
- f. After a selection process has been completed, the instructional materials shall be made available for patron review (digitally or on location at the Granite Education Center) prior to the adoption of the instructional materials.
- g. The Board shall allow public comment on the instructional materials that have been recommended for adoption and made available for patron review during two regularly scheduled board meetings.
- h. Curriculum and Instruction shall recommend the selected instructional materials to the Board for review and approval.

2. Instructional materials in courses or programs dealing with human sexuality (e.g., elementary maturation, health, biology, Family and Consumer Science) not identified by RIMS shall be submitted to the Human Sexuality Committee for review consistent with Utah state laws and regulations, USBE rules, and District policies (see Administrative Memorandum No. 128, Sex Education Instruction and Administrative Memorandum No. 127, Maturation Program Guidelines).

3. Pursuant to District policy, and consistent with state and federal laws, parents may inspect any instructional materials used as part of the educational curriculum including printed or representational materials, audio-visual materials, and materials in electronic and digital formats. However, the opportunity to inspect instructional materials shall not extend to academic tests or academic assessments (see Article V.C.15., Student Data and Privacy Protection).

D. Supplemental Materials

1. Supplemental materials are not adopted by the Board. Teachers have discretion to select appropriate supplemental materials to enhance and enrich student learning. When selecting supplemental materials, teachers should adhere to the following practices, as applicable.

- a. For core areas that have District-wide adopted instructional materials, teachers shall utilize the District-wide adopted material as the primary

- instructional tool and select supplemental materials as appropriate to provide support, context, and relevance to student learning.
- b. Supplemental materials shall be aligned with the Utah state core standards.
 - c. Supplemental materials shall adhere to applicable USBE rules and Utah state laws and regulations.
 - d. Teachers shall vet all instructional materials thoroughly to ensure age and developmental appropriateness and relevance.
 - e. Teachers should communicate to parents the use of principal supplemental materials through course disclosures, welcome letters, class information materials, learning management systems, student portal, etc.
 - f. As a resource, teachers should consult the [RIMS](#) database for state-approved supplemental materials that meet students' needs.
 - g. Teachers should also consult the District Curriculum Topics Guide, which provides further detailed guidance to educators on the selection and use of supplemental materials.
2. Teachers may assign novels to students from the District approved novels list that are aligned with state core standards and consistent with the Lexile levels, interest levels, community standards, backgrounds, and needs of students. Novels on the District novels list that are lengthy or substantial works of fiction have been vetted through a comprehensive selection process (*see* Administrative Memorandum No. 57, Selection of Novels).
 3. Teachers shall encourage extended learning through independent selection of library books and other learning enrichment materials made available to students through schools (*see* Administrative Memorandum No. 94, Selection of Library and Learning Enrichment Materials).
 4. District funds allocated to purchase supplemental materials may only be used consistent with the criteria outlined in this policy.

REFERENCES

Utah Code §53G-4-402, Powers and Duties Generally

Utah Code §53G-10-103, Sensitive Instructional Materials

Utah Code §76-10-1235, Accessing Pornographic or Indecent Material on School Property

Article V.C.15., Student Data and Privacy Protection

Administrative Memorandum No. 57, Selection of Novels

Administrative Memorandum No. 94, Selection of Library and Learning Enrichment Materials

Administrative Memorandum No. 127, Maturation Program Guidelines

Administrative Memorandum No. 128, Sex Education Instruction

~~Article X.A.6. — Selection of Instructional Materials~~

~~A. Statement of Purpose~~

~~The selection of instructional materials in all fields of study is the responsibility of the Teaching & Learning and Educator Support Services Divisions. (See Administrative Memorandum No. 57.)~~

~~District funds allocated for the purchase of instructional materials may only be used for materials approved by the Teaching & Learning and Educator Support Services Divisions.~~

~~Article X.A.8. District-wide Materials~~

~~A. Statement of Purpose~~

~~District-wide materials, such as student manuals and other instructional material used in the classroom or for instructional support, are the responsibility of the department of Curriculum and Instruction. These materials are developed and/or reviewed under the leadership of an assigned administrator with the support and participation of teachers, parents, principals, and students (where appropriate).~~

March 1, 2004

~~ADMINISTRATIVE MEMORANDUM NUMBER FIFTY SEVEN
INSTRUCTION AND INSTRUCTIONAL MATERIALS~~

~~Statement of Purpose~~

- ~~A. It is the expectation of Granite School District that children master the State Core Curriculum as efficiently and effectively as possible. Instruction and instructional materials shall be designed and selected to meet that expectation.~~
- ~~B. By Board of Education resolution, one half of each elementary school academic day shall be spent on literacy instruction and one fourth on numeracy instruction. The focus on literacy and numeracy shall be integrated into all content areas as appropriate and applied through differentiated instructional strategies.~~
- ~~C. By Board of Education resolution, all district educators shall collaborate in a focus on writing and provide students with frequent, regular opportunities for writing, particularly non-fiction, feedback and revision at all grade levels and in all content areas. The focus on writing shall include ongoing professional development support in the writing process, the six trait writing model and the use of writing rubrics.~~

~~Definitions~~

- ~~A. "Recommended Primary" means instructional materials that are in alignment with the content, philosophy and instructional strategies of the Core; can be used as principle sources of study; provide comprehensive coverage of course content; and support UPASS requirements.~~
- ~~B. "Recommended Limited" means instructional materials that are in limited alignment with the Core or U-PASS or are narrow or restricted in their scope and sequence.~~
- ~~C. "RIMS" means the Utah State Office of Education Recommended Instructional Materials Searchable database, located at: <http://beaims.usoe.k12.ut.us/pbweb/aims/aimssubj.htm>~~

~~Selection and Approval of Instructional Materials~~

- ~~A. The Instructional and Program Services Divisions are responsible for the selection and approval of instructional materials.~~

- ~~— B. District funds allocated to purchase instructional materials may only be used for approved materials.~~
- ~~— C. Materials identified by RIMS are approved for Recommended Primary and Limited purposes.~~
- ~~— D. Materials for limited use which are not identified by RIMS may be purchased with the approval of the Instructional Specialist for the respective core curriculum areas or, for programs in school and district sites for students with special learning needs (e.g. Special Education, Gifted and Talented, ELL), with the approval of the respective Program Services department.~~
- ~~— E. Instructional materials in courses or programs dealing with human sexuality (e.g. elementary maturation, Health, Biology, Family and Consumer Science) not identified by RIMS shall be submitted to the Human Sexuality Committee for review. Please contact the Director of Curriculum for further information.~~

~~Balanced Literacy Framework~~

~~It is the expectation of Granite School District that school and district decisions which are made regarding instruction, assessment and professional development in reading and writing shall be based upon the Balanced Literacy Framework presented to the Board of Education on October 1, 2002.~~

~~/s/~~

~~Dr. Stephen F. Ronnenkamp
Superintendent~~