

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: IJ**

**LEARNING RESOURCES AND MATERIALS**

All materials, services and equipment purchased by the district shall remain property of the district and will not be considered the property of any individual, department, level, or section of the school system but will be available to all segments of the district for mutual use. Students shall be held responsible for damage to, loss of, or failure to return the books and supplies except those that, by their nature, are expended during the course of study. Selection of materials is an ongoing process that will include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

A wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view, will be provided to meet the needs of students and teachers.

**The professional staff will:**

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served.
  
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, and aesthetic values and will promote reading for enjoyment.
  
- Provide materials that present more than one point of view but not necessarily all sides of issues so that students may have an opportunity to develop the practice of critical analysis and make informed judgments in their daily lives.
  
- Provide materials that explain or describe the many religious, ethnic, and cultural groups and their contributions to national heritage and the world economy.

The Board delegates the responsibility for the selection of learning resources to the professional staff employed by the district through procedures established by the Superintendent or his/her designee. Final selection of materials rests with the Board.

**Criteria for selection will be that learning resources:**

- Are aligned with the educational goals of the district and state.
  
- Are chosen to enrich and support the curriculum and the personal needs of students.
  
- Are 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.
  
- Are designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights, and privileges as participating citizens in our society; and make intelligent judgments in their daily lives.
  
- Will provide information on opposing sides of issues so that students may develop the skills of critical analysis in decision-making.

Recommendations for purchases will involve administrators, teachers, students, district personnel, or community persons, as appropriate. Gift materials and recommendations will be accepted or rejected according to the criteria.

**Resource Adoption Process/Timeline**

The Resource adoption Process/Timeline, as outlined below is intended to apply to any resource that extends past a single isolated use. In no way is this process intended to be applied to: single use periodicals (i.e. Newspapers/Magazines), library books, special supplemental materials, as provided by a teacher, or any other such

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resource. If there is a question as to whether or not a resource falls within the purview of this process/timeline direction shall be taken from the Superintendent in accordance with Board guidance.

The Curriculum Coordinating Council (CCC) will develop a long-range schedule for resource adoption.

- I. The Subject Area Committee (SAC) will identify quality resources and review them using the Curriculum Leadership Institute (CLI) process.
  - a) Grade level teachers and specialists will review resources using the CLI process and provide feedback to the SAC.
- II. **The resource being considered will be presented and recommended to the CCC by the SAC.** The CCC will vote on the resource to determine advancement to the Board of Trustees for consideration for open public comment.
- III. **Should the CCC recommend a resource for public review,** the CCC and SAC representatives will make a presentation to the Board and seek approval to open public comment.
- IV. **Should the Board open the public comment** period, the resource review process will be widely advertised and establish a time frame (45 days) for the review and comment period. Day 45 will mark the final day comment sheets and complaints will be received.
- V. Following public review, feedback on the resource shall be considered a public document and will be provided to the SAC and CCC.
  - a) If there are no complaints on the proposed resource, it will advance to the Board for their consideration.
  - b) If there are complaints on the proposed resource, it will advance to the Complaint Committee (developed under Policy KEC).
    - i. The **Complaint Committee** will review the complaints and make a recommendation to the CCC (to adopt, not adopt or adopt with recommendations) within 45 days with the ability to request an extension granted by the Board of Trustees.
    - ii. The CCC has 30 calendar days to make a recommendation to the Board. The Board may adopt, not adopt or adopt with recommendations. If adopted with recommendations, the Board may request the SAC to present modifications within 90 days.

Selection of materials is an ongoing process that will include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

Adopted: 1/20/98  
Revised: 1/16/07  
Revised: 11/16/15