



# STARGATE SCHOOL

## Instructional Materials Selection Procedures

- 1.0 See Stargate's [Instructional Materials Policy](#) for policy guiding these procedures
- 2.0 Instructional Materials Selection Process: This process shall apply to initial approval of new primary instructional materials selected to be available for Stargate use and exempts previously selected primary materials prior to the approval of the [Instructional Materials Policy](#).
  - 2.1 An instructional materials selection committee (~~Instructional Policy Council~~) will evaluate textbooks against the criteria stated in this document. The ~~Instructional Policy Council~~ Materials Selection Committee will be composed of representatives from multiple stakeholder groups and include the following:
    - 2.1.1 The EDOA or designee shall act as the Chairperson for the Committee;
    - 2.1.2 Building-level staff members with appropriate content expertise in the area being considered for selection, as determined by the EDOA or designee;
    - 2.1.3 The building principal who represents the school level;
    - 2.1.4 Teachers who represent the school level as determined by the EDOA, designee, or building principal;
      - 2.1.4.a A teacher representative from each grade level that will be adopting the curriculum shall be on the committee. For a textbook for a single course, there shall be two teacher representatives: the teacher teaching the course and the department chair of the subject area or the chair designee.
    - 2.1.5 One to three parent/guardians who represent the school level;
      - 2.1.5.a At least one parent/guardian shall be on the committee for a single course textbook adoption and two parent/guardians for a textbook that multiple teachers or grade levels will use within one building level (elementary, middle, or high school), three parents shall be on the committee if the textbook will span two levels, i.e., elementary and high school.
      - 2.1.5.b The parent/guardian member may not be a current Governance Board Member
      - 2.1.5.c The EDOA or designee shall select the parent representatives from an interest form submitted by parents. This community notice of the committee formation and request for parent volunteer(s) will serve as notice that the committee will be meeting.
    - 2.1.6 At the discretion of the EDOA or designee, additional members with relevant expertise, not otherwise represented, to address a particular recommendation;
    - 2.1.7 One to three high school students. This number should reflect the extent to which the textbook will affect multiple grade levels. For a single course, one student may be appropriate, for a multiple grade level adoption, two or three high school students will be appropriate.
  - 2.2 The committee will operate using a consensus model and if no consensus can be reached among the committee members, the EDOA will ~~decide or~~ make a recommendation to the Governance Board based on the best interests of Stargate students (see Policy 1.0). Using a consensus model means that all stakeholders have the opportunity to share their thinking about what is in the best interest of Stargate students. Consensus does not equal unanimity.
  - 2.3 If the resources are for multiple teachers or grade levels, The committee will make a written recommendation to the Governance Board that reflects the consensus of the group and if no consensus exists, the written recommendation will contain the decision of the EDOA and the written viewpoint of those who have opposing recommendations.

2.4 The committee will meet as needed .

2.5 In evaluating instructional materials being recommended for approval, the committee will take into consideration the following criteria, use them as the basis for making its decision, and recommend for adoption instructional materials that:

2.5.1 Align to Colorado Academic Standards for the content area under consideration;

2.5.2 Align with the defined 21st Century Skills for Colorado Learners;

2.5.3 Align to Stargate's Mission and Vision for gifted and twice exceptional learners;

2.5.4 Address students' needs relevant to instruction in the content area based on available data;

2.5.5 Presents material in a manner which is grade level appropriate for students

2.5.6 When the curriculum is the major instructional source and not one of many perspectives, the resource should honor the diversity of America and its many demographic groups and show fairness toward all individuals and groups. When the instructional resources, such as a novel, presents a singular opinion or point-of-view, there shall be other resources or instructional methods used to encourage critical analysis.

2.6 All primary Instructional materials that will be considered for approval to the Board or by the EDOA shall be publicly displayed on Stargate's website for a period of ten school days prior to the Board's meeting to consider the materials or prior to the EDOA's purchase of the materials for materials not requiring board approval. If the primary instructional materials to be considered contain mature content, as addressed below, a description of the mature content will be included with the information on the website. An opportunity will be provided to stakeholders to provide written comments about the materials for the EDOA or Board's consideration.

3.0 Supplementary materials do not require prior approval. Teachers selecting their supplemental materials are directed to consider: 1) Why use this work with this class at this time? 2) Will this work meet instructional objectives? 3) If problems of style, texture, tone, or theme arise for students who are reading this work, how will those problems be addressed, and 4) If the instructional objectives are met, how will students benefit from having read and discussed this work?

4.0 The following process will be used when approved or supplemental school instructional materials contain mature content, defined as violence, sex and/or profanity.

4.1 If instructional materials that contain mature content are offered in a course,

parents/guardians, on behalf of their child, may opt out of participating in the particular class period(s) when the instructional materials with mature content are offered.

4.2 Schools Teachers will provide equally appropriate text and standards-based instruction for any students who opt out of reading instructional materials with mature content.

4.3 When high school course syllabi are provided to parents/guardians and students, they will include a list of primary instructional materials for the course and any mature or controversial supplementary materials as defined below. The syllabi shall include a statement, in bold type, stating as follows: "Parents/guardians or students may opt-out from novels with mature content by providing a written request for assignment of alternate material to the instructor at least ten school days prior to the planned commencement of the coverage of materials with mature content so that the instructor has adequate time to identify alternative materials and instructional supports for the student. An opt-out notice provided less than ten school days in advance of the commencement of the coverage of materials shall not preclude the student/parent/guardian from opting out but may delay the identification of alternative materials and implementation of alternative instructional supports."

4.3.1 The EDOA shall review the recommendation of the Instructional Policy Challenge Standing Committee and render a decision. The EDOA may approve, modify or reject such recommendation. In the event the EDOA rejects the recommendation, the matter shall be referred back to the Instructional Policy Council Challenge Standing Committee for further study. The

EDOA's decision shall be in writing and shall be sent to all parties in interest.

**4.3.2** If the complainant wishes to appeal the EDOA's decision, the appeal shall be presented to the Governance Board pursuant to the timeline and procedure in section 6.0.

**5.0** Challenges to **an approved primary text, the definition of mature content or an offered alternative text** ~~classroom use of materials, methods, curriculum, instructional activities and/or presentations~~ submitted by parent/guardians, employees, or students (**Complainant**) shall be resolved according to the following procedures:

**5.1** The Complainant with a concern shall first meet with the individual(s) responsible for the selection of the materials, methods, curriculum, instructional activities, and/or presentation. If this individual is the classroom teacher, an administrator will facilitate this meeting **if requested by the complainant or teacher.**

**5.1.1** If the complaint is not resolved during this initial meeting, the building level administrator shall hold a **separate** conference with the Complainant. At such a conference, the focus of the discussion shall be the specific materials, methods, curriculum, instructional activities, and/or presentations to which the Complainant objects, and the reasons for such objection. **The administrators shall maintain a written record of this meeting and any ensuing meetings.**

**5.1.2** If the Complainant is dissatisfied with the results of the conference(s) the the administrator, the Complainant may initiate the ~~challenge~~ **appeals** process by completing a challenge form. The Instructional Policy Challenge Standing Committee shall review the challenge and gather information from the school responding to concerns raised in the challenge and shall issue a written decision regarding the challenge within 90 days following receipt **of the challenge form.**

## **6.0** Appeal Process

**6.1** If the Complainant wishes to appeal to the Board, the Complainant shall file a written request for appeal with the Governance Board within 15 days following the Complainant's receipt of the EDOA's decision.

**6.1.1** To initiate the appeal, the Complainant shall submit a summary of the complaint, all written documentation, and any other relevant materials to the Governance Board for review. The Board will have a period of 30 days to review the materials and will issue a decision at the following open meeting.

**6.2** If the same material is challenged at a future date, a copy of any final written decision, and any Board action in the previous challenge shall be sent to the Complainant with an explanation that the issues raised have been resolved by a previous challenge.

**6.2.1** If the Complainant believes the challenge is different from the previous one, or that significant new evidence exists, the Complainant may appeal this decision to the Instructional Policy Council Challenge Standing Committee within one **(1)** calendar month of the decision.

**6.2.2** If the Complainant is not satisfied with the Instructional Policy Council Challenge Standing Committee's decision, the Complainant may appeal to the Governance Board within one(1) calendar month of the Instructional Policy Council Challenge Standing Committee's decision

**6.2.3** **The Governance Board will review the appeal and....**

**7.0** Any party may be represented by counsel at any step of the procedure.

Forms available from administration:

INSTRUCTIONAL MATERIALS ADOPTION FORM

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

PUBLIC CHALLENGES PROCEDURE

Version	Date	Description of revision
00	2/8/2023	The July 1, 2019 Charter Renewal Contract specified that a substitute policy for District Policy 6230 should be developed by the Stargate School Board of Directors. This policy models District Policy 6230 and District Policy 1500, with necessary adjustments to permit Stargate to operate autonomously.