

Course-Level Primary Instructional Materials Selection Procedures

The Course-Level Primary Instructional Materials Selection Procedures specifies the actions that must be taken in accordance with Canyons School District Instructional Materials policy 600.02. This process must be used for selecting primary materials at the school level for elective, Advanced Placement, concurrent enrollment, International Baccalaureate, and Career and technical Education courses.

Adopting School:	Instructor:
Course:	Implementation Year:

Action Step	Date Completed	Documentation
1. Reach out to ISD specialist or CTE coordinator/specialist to identify: <ul style="list-style-type: none"> Curriculum in place at other CSD schools Unique considerations for course (AP, IB, CTE, concurrent enrollment) Clearinghouses available reviewing curriculum (USBE RIMS, EdReports) Connections to other districts and/or national experts if appropriate 		
2. Conduct an internal review of primary instructional materials to narrow the choices using the Instructional Materials Selection Criteria.		
3. Complete the Course-Level Primary Materials Proposal		
4. Submit Course-Level Primary Materials Proposal to principal for approval.		
5. Submit requisition attaching proposal for ISD administration approval.		

Course-Level Primary Instructional Materials Proposal

Recommended Materials				
Instructional Materials Selection Criteria				
Review Criteria	Meets Criteria	Partially Meets	Does Not Meet	N/A

		Criteria	Criteria	
Aligned to the Utah Core Standards or specified course standards and CSD Board Policy				
Supported by generally accepted standards of evidence				
Accurate and factual				
Reflect contributions from authors, artists, or appropriate experts in the field that represent diverse viewpoints, ethnic and cultural backgrounds and experiences				
Representative of diverse cultures				
Free of biases and stereotypes related to sex, race, religion, sexual orientation, or gender identity				
Contributes to a balanced perspective				
Aligned to support personalized competency-based learning (PCBL)				
Compatible with District technology systems				
In compliance with CIPA and COPPA				
Accessible to all students with scaffolding				
Overview of Proposed Instructional Materials				
Rationale for Selection				
Curriculum Materials Costs--include initial and annual costs.				