

CURRICULUM DEVELOPMENT AND ADOPTION OF INSTRUCTIONAL MATERIALS

The board recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the curriculum shall be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum growth. Instructional materials shall be selected to assist students in attaining the basic skills and work skills as required by the state.

All new courses or major modifications to existing courses must be approved by the superintendent prior to implementation. The superintendent, in turn, shall inform the board before the new course or major revision to an existing course is implemented.

The superintendent shall establish procedures for curriculum development which provide for involvement of community representatives and staff members at appropriate times, the annual review of selected areas on a cyclical basis and any suggested changes that should be made as a result of the curriculum study. Such review shall take place at least once during each seven year period.

Selection and Adoption of Instructional Materials

The board is legally responsible for the selection of all instructional materials used in the district. Instructional materials shall be defined as all printed, filmed or recorded materials furnished by the district for student use and/or included on students' reading lists. The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials shall be selected in conformance with:

- A. Applicable state and federal laws;
- B. The stated goals and/or standards of the district; and
- C. Procedures established by the instructional materials committee.

Criteria for Selection of Instructional Material

Staff shall rely on reason and professional judgment in the selection of materials of high quality materials that comprise a comprehensive collection appropriate for the instructional program. Instructional materials selected shall include, but are not limited to, those which:

- A. Enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests and maturity levels of the students served.
- B. Stimulate student growth in conceptual thinking, factual knowledge, physical fitness and literary and ethical standards.
- C. Provide sufficient variety so as to present opposing views of controversial issues in order that students may develop the skills of critical analysis and informed decision making.
- D. Contribute to the development of an understanding of the ethnic, cultural and occupational diversity of American life.
- E. Present objectively the concerns of and build upon the contributions, current and historical, of both sexes and members of religious, ethnic and cultural groups. The district recognizes that under certain conditions biased materials may represent appropriate resources in presenting contrasting and differing points of view.

- F. Provide models which may be used as a vehicle for the development of self-respect, ethnic pride and appreciation of cultural differences, based on respect for the worth, dignity and personal values of every individual.
- G. Eliminate in all textbooks and instructional materials including reference materials and audio-visual materials, bias pertaining to sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal.

Any requests from organizations that provide instructional materials and/or aids must be examined to insure that such materials meet the criteria above. The principal shall review for accuracy and educational value to the total school program all materials or activities proposed by outside sources for student or staff use.

The responsibility for preparing all student-reading lists and for examining, evaluating and selecting all supplementary materials is delegated to the professional staff of the district. Textbooks shall be adopted by the board prior to their use in schools except for trial-use texts of a pilot nature, which may be authorized by the superintendent for use for a period of no more than one school year prior to board adoption. Materials approved for trial use shall be restricted to classes specified.

The superintendent shall insure that a listing of all textbooks used within the school curriculum is maintained in every district school and is available for public review.

Cross References:	Board Policy 6881	Disposal of Surplus Property
Legal References:	RCW 28A.405.060	Course of study and regulations – Enforcement – Withholding salary warrant for failure
	RCW 28A.320.230	Instructional materials — Instructional materials committee
	RCW 28A.150.230	Basic Education Act- District school directors- Responsibilities
	RCW 28A.640	Sexual Equality
	RCW 28A.642	Discrimination prohibition
	WAC 392-190-055	Textbooks and instructional materials - Scope – Elimination of bias
	WAC 180-44-010	Responsibilities related to instruction

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Orcas Island School District
Revised: 04.99;08.11
Classification: Essential

Curriculum Development and Adoption of Instructional Materials

The curriculum of a district will be reviewed on a regular basis. The district will adopt a cycle for review as follows:

1. Civics and History, Geography
2. Mathematics
3. Language Arts (Reading, Writing, Literature); Foreign Language
4. Arts and Sciences
5. Health and Fitness and Career and Technical Education
6. OASIS ongoing review of curriculum materials in use by parents and staff

Instructional Materials Committee: Scope and Schedule

The instructional materials committee is formed to establish and monitor such procedures as may be necessary for the selecting, adopting and discarding of instructional materials owned and used by the district. The committee will act upon requests for text approval and removal and will evaluate and act upon citizens' requests for reconsideration of instructional materials. The function of the committee is to insure that materials are selected in conformance to stated criteria.

Committee meetings will be held on a schedule to be set by the committee chair. The district will be responsible for arranging released time for committee members. Special meetings may be called by the committee chairman if necessary.

Instructional Materials Committee Membership and Term of Office

This committee will consist of: staff members from the school and curriculum areas under review. Interested parents and community members may participate with the approval of the superintendent.

Members shall be appointed by the superintendent in conjunction with the school principals. The superintendent, principals or committee shall designate committee members to serve as chairman and secretary. Members of the committee will generally have three year terms, but members can also be appointed for one year or longer terms.

The instructional materials committee will establish screening criteria to identify and eliminate bias based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression or identity, disability or the use of a trained dog guide or service animal.

Duties

The committee, with the approval of the superintendent or principals, will establish and monitor such procedures as may be necessary for the implementation of this policy.

Citizens Participation in the Instructional Materials Process

Should a community member wish to make a formal protest regarding specific material used in the school system, he/she must use the form for requesting reconsideration of instructional materials. These forms are part of these procedures and are available in the district office. A request to remove an item from the schools or limit its use will be considered by the committee using the procedure outlined below. A written decision will be delivered to the complainant within two

months. Any appeal of this decision must be delivered in writing to the superintendent within two weeks. The board will make final decisions on appeals.

A community member wishing to protest use of any instructional materials in the school system must use the form for requesting reconsideration of instructional materials. These forms are a part of this procedure and are available from the district office. The complainant will deliver the completed request form to the instructional materials committee secretary, who will take the following steps to assure timely consideration of requests:

- A. Set a time and place for an open hearing of the complaint by the instructional materials committee. Such hearing shall be within 30 days of the committee secretary's receipt of the completed request form.
- B. Notify the complainant and appropriate staff, including those using the materials, of the time and place of the meeting. Such notification shall include an invitation to present relevant information, oral or written.
- C. Assemble such data, including reviews and professional opinions of the materials, the staff member's objectives in using the materials, and the specific objections of the complainant, as may be necessary for the committee to properly judge the request for reconsideration.

Hearings of a citizen's request for reconsideration shall be open to the public. The committee shall consider all matters presented and give reasonable credit to such matters according to the weight to which they are reasonably entitled. Decisions shall be by majority vote of the committee. Decisions of the committee shall be delivered in writing to the complainant and affected staff within 10 days.

Selection of Instructional Materials: Responsibilities

The principal is responsible for ensuring the continuing familiarity of his/her certificated staff with the requirements of this policy and procedure. The district office will provide such technical assistance as may be necessary.

Initial Selection

Texts will be initially selected by such certificated staff as the superintendent may designate. Texts are major instructional materials for a given course.

Supplementary materials will be selected by certificated staff using such materials with the understanding that while such materials do not require item-by-item approval of the committee, they must be selected under the criteria detailed below and are subject to normal reconsideration procedures. Supplementary materials support the major text of a course and should be available in sufficient amounts to support the curriculum.

(Trial-use texts of an experimental, pilot nature may be authorized for use by the superintendent for a period of no more than one school year prior to board approval for general use throughout the district).

Approval

Texts will be approved by the committee. Supplementary materials will not require committee approval.

Adoption

Texts will be approved by the board prior to their use in classrooms. Texts selected previously are exempt from this requirement.

Supplementary materials will not require board approval.

Tasks And Time Lines

Textbooks can be approved at any committee meeting and sent for adoption at the next board meeting. The superintendent directs that all non-emergency requests be confined to two board meetings per year.

The following checklist is provided to help text selectors follow the above criteria. Selections which receive “fair” or “poor” ratings on any items should be avoided. If materials uniquely suited to an important purpose fail to meet the above criteria, they may be used in conjunction with countervailing materials.

Bias Content:	Excellent/Good/Fair/Poor/Not-Applicable
1. Presents more than one viewpoint of controversial issues.	_____
2. Presents minorities realistically.	_____
3. Includes contributions of minority authors.	_____
4. Presents non-stereotypic models.	_____
5. Facilitates the sharing of cultural differences.	_____
6. Promotes the positive nature of differences.	_____
7. Includes the contributions, inventions, or discoveries of minorities.	_____
8. Includes the contributions, inventions, or discoveries of women.	_____
9. Presents minorities in a manner that promotes ethnic pride.	_____
10. Facilitates an environment open to discovery and experimentation.	_____
11. Materials are non-sectarian	_____

To evaluate materials by these criteria, text selectors may find the following steps helpful:

- A. Read reviews in professional periodicals through the curriculum office, state superintendent of public instruction, etc.
- B. Review copies of other available texts. The district curriculum office will order samples on request.
- C. Check the reading level of the text through use of a standard readability formula.
- D. Use tentatively selected materials according to pilot-use procedures.

Conditions for Loan and Sale of Instructional Materials

Free textbooks and other instructional materials may be made available for loan to students when, in the judgment of the board members, the best interests of the district will be served by such a decision. The professional staff will maintain records necessary for the proper accounting of all instructional materials and will set forth conditions for student replacement of lost or badly damaged materials.

District instructional materials which students are not required to own may be made available to students who wish to purchase them. New and used materials currently utilized in the instructional program will be sold at the replacement cost of each item. Used materials no longer in basic or supplementary use will be sold at a price reflecting the depreciated value of the materials.

Instructional materials that do not meet current district standards for subject content, sex balance, ethnic content or are not repairable may be declared obsolete by the superintendent and disposed of per district policy.

Removal of Instructional Materials

Instructional materials may be removed from collections at any time that they no longer meet the criteria for initial selection outlined in “Criteria for Selection of Instructional Material.” Any instructional materials may be removed when the administration judges such removal to be in the best interests of the district. Ordinary procedures for withdrawal of materials are outlined below:

- A. **Texts** will be removed from collections by the committee based on the criteria for selection in this procedure and on the availability of suitable replacement materials.
- B. **Supplementary materials** will be removed from collections by individual certificated staff holding such collections based on the criteria for selection in this procedure and on the availability of suitable replacement materials.

Members of the community are invited to review any instructional materials in current use or proposed for district purchase. Such review may be accomplished at the school or in the district learning resource center. The review and examination process should be arranged in a way to avoid disrupting the educational program. The review of materials should be undertaken with the knowledge of district objectives in mind.

Revised: 07/11

**Orcas Island School District
TEXT ADOPTION REQUEST**

Text Title: _____ Author: _____

Publisher: _____ Copyright Date: _____ ISBN: _____

Course Title: _____ Grade Level(s): _____

The text is: New _____ Replacing _____

Number of copies needed: _____ Unit Price: \$ _____ Total cost: \$ _____

Online component initial cost: \$ _____ Online component annual cost: \$ _____

Intended Implementation Date: _____

Instructional Materials Committee Selection Criteria

_____The proposed text enriches and supports the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served.

_____The proposed text stimulates student growth in conceptual thinking, factual knowledge, physical fitness and literary and ethical standards.

_____The proposed text provides sufficient variety so as to present opposing views of controversial issues in order that young citizens may develop the skills of critical analysis and informed decision making.

_____The proposed text contributes to the development of an understanding of the ethnic, cultural, and occupational diversity of American life.

_____The proposed text presents objectively the concerns of and builds upon the contributions, current and historical, of both sexes, and members of the several specific religious, ethnic and cultural groups. The district recognizes that under certain conditions biased materials may represent appropriate resources in presenting contrasting and differing points of view.

_____The proposed text provides models which may be used as a vehicle for the development of self respect, ethnic pride and appreciation of cultural differences, based on respect for the worth, dignity, and personal values of every individual.

Approval Dates

Curriculum Committee Date: _____

Instructional Materials Committee Date: _____

School Board Date: _____

CITIZEN REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Initiated by (Name) _____

Phone _____ Address _____

Group affiliation (if any) _____

Material in question _____

Author _____ Title _____

Format - book - periodical - CD-ROM - other (please specify) _____

Publisher _____

Please respond to the following questions. If you need more space, please attach additional pages.

1. Did you read/hear/view the entire work? Yes No
2. If not, which part did you read or view?
3. Specifically what part of the information did you find objectionable? (Please cite pages, frames, sections of CDROM, etc.)
4. For what age group(s) would you recommend this material?
5. Have you read our district's Instructional Materials Selection Policy? Yes No
6. What do you believe is the theme or purpose of the work?
7. Could you find any value in the work? (Please describe.)
8. Are you aware of any professional reviews of the work? (Please list.)
9. How would students be affected by exposure to this work?
10. What do you suggest the school/library do about this material?
11. What material of equal value would you recommend to convey a similar picture or perspective?

Signature _____ Date _____

