

## **Curriculum Development and Adoption of Instructional Materials**

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

- 1<sup>st</sup> year Civics and History, Geography, and Social Studies
- 2<sup>nd</sup> year Health and Fitness
- 3<sup>rd</sup> year Mathematics
- 4<sup>th</sup> year Science
- 5<sup>th</sup> year Technical Skills Programs and Technology
- 6<sup>th</sup> year Reading, Writing, and Communications
- 7<sup>th</sup> year Arts and Special Programs

### **Instructional Materials Committee: Scope and Schedule**

The District Improvement Team serves as the standing instructional materials committee. Members of the District Improvement Team are volunteers who offer to serve.

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 community members' 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 as needed. The district will be responsible for arranging released time for committee members when necessary. Special meetings may be called by the superintendent or principal if necessary.

### **Instructional Materials Committee Membership**

This standing committee will consist of: a minimum of four classroom teachers, a minimum of one non-teaching certificated staff member, the principal, other volunteer staff members, and a minimum of one parent and/or community member but no more than five parents and/or community members. State law provides that parents/community members must make up less than one-half the committee.

Members will be appointed by the superintendent. The superintendent will designate committee members to serve as chairman and secretary.

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.

### **Term of Office**

The principal will be a permanent member of the committee. Other members will serve until they elect to resign from the District Improvement Team.

## **Duties**

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

## **Community Members' 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. This form is available in the district office. A request to remove an item from the schools or limit its use will be acted upon by the committee. A written decision will be delivered to the complainant within 60 days. 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. This form is available in the district office. The complainant will deliver the completed request form to the superintendent, 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 will 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 will include an invitation to present relevant information, oral and 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.

Hearing of a community member's request for reconsideration will be open to the public. The committee will consider all matters presented and give reasonable credit to such matters according to the weight to which they are reasonably entitled. Decisions will be by the majority vote to the committee. Decisions of the committee will be delivered in writing to the superintendent, 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 to accomplish this.

## **Initial Selection**

**Texts** will be initially selected by such certificated staff as the principal 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 quantities 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.

## **Recommendation**

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

## **Approval**

**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 superintendent will forward requests for text adoption to the board only twice per year. Requests to deviate from this timeline should be forwarded to the superintendent.

Instructional material that is proposed for adoption will be evaluated using the *Washington Models for the Evaluation of Bias Content in Instructional Materials* produced by the Office of Equity and Civil Rights at the Office of Superintendent of Public Instruction, updated in September, 2009 and available at the following link:

<http://www.k12.wa.us/Equity/pubdocs/WashingtonModelsfortheEvaluationofBias.pdf>

## **Conditions for Loan and Sale of Instructional Materials**

Textbooks and other instructional materials may be made available for loan to students when, in the judgment of the administration, 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.

Community members are invited to review any instructional materials in current use or proposed for district purchase. Such review may be accomplished by contacting the superintendent or principal. 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. The following will be employed to help community members become familiar with instructional materials:

## Request for Reconsideration of Instructional Materials

Entiat School District Policy 2020 Curriculum Development and Adoption of Instructional Materials and the accompanying procedure 2020P provide a means for a community member to make a formal request for reconsideration of instructional materials that have been selected for use in the district.

A request to remove an item from the schools or limit its use will be acted upon by the Instructional Materials Committee in the Procedure 2020P.

Completion of this form is the first step in the process.

Name of Community Member: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Curriculum material(s) requested for reconsideration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This request is to:      ☐ Remove the item(s) from use      ☐ Limit the use of the item(s)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Signed (Superintendent or designee)

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Date Received