

Curriculum Development and Adoption of Instructional Materials

The District will implement a regular review/adoption cycle which will be posted on the District website.

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.

Regular committee meetings will be held approximately every month during the school year on a schedule to be set by the committee secretary at the beginning of each school year. Special meetings may be called by the committee chairman if necessary.

A schedule of meetings will be made available to each committee member and each school, as well as posted on the District website, prior to the first meeting in September.

Instructional Materials Committee Membership

This committee will consist of three teachers, three parents, one librarian, one principal, the Curriculum Director, and a designee from the Teaching and Learning Department. The Curriculum Director will serve as the chairperson and the designee will serve as the secretary and be a voting member. Teacher members should be chosen representing varying roles and grade levels. Parents will be chosen to represent the elementary, middle and high school programs.

Members will be appointed by the Superintendent.

Term of Office

The chairman and the secretary will be permanent members of the committee. Other members will have three-year terms. Temporary appointments of one year or less may be made to fill vacancies.

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.

Selection of Instructional Materials: Responsibilities

The principal is responsible for insuring 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

Core Instructional Materials by definition fall into two categories:

1. **District-wide adoptions:** common materials used across the District, in which initial selection is made by district committees comprised of certificated staff, community members, building administration, and K-12 Teaching and Learning staff; and,
2. **Individual program adoptions:** the major instructional material in a given course or held in six (6) copies or more in a given classroom, in which selection is made by certificated staff designated by the building principal.

College in the High School, Advanced Placement (AP), and/or International Baccalaureate (IB)

College in the High School, AP, and/or IB courses may have varying course designs as necessitated by their course credit transfer requirements and material use will fall under *Exceptional Needs* below.

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 instructional materials supplement the core instructional materials of a course and are held in five (5) or fewer copies in a given classroom.

(Trial-use texts of an experimental, pilot nature may be authorized for use by the Superintendent's designee for a period of no more than one school year.)

Approval

- **Core Instructional Materials** will be approved by the Instructional Materials Committee.
- **Supplementary Instructional Materials** will not require committee approval.
- **Exceptional Needs or Rapidly Changing Circumstances**
The superintendent or designee (Executive Director of Teaching and Learning) may authorize the acquisition of alternative core instructional materials to meet exceptional needs or rapidly changing circumstances. However, expanded use of core instructional materials selected for exceptional needs require adoption through the formal process.

Adoption

- **Core Instructional Materials** will be adopted by the Board prior to their use in classrooms.
- **Supplementary Instructional Materials** will not require Board adoption.

The following checklist is provided to help text selectors follow the criteria outlined in Policy 2020. Selections which receive "fair" or "poor" ratings on any items should be avoided.

A. Identify core instructional material.

- Initial selection is made by District committee and/or by certificated staff designated by the school principal.

B. Determine whether core instructional materials should be submitted for adoption or pilot.

- For adoption request: Selector must complete and submit Adoption Request Form, all mandatory forms outlined on the Adoption Request Form, and copy of core instructional material to the IMC secretary by 5:00 p.m. on the submittal deadline (see online IMC Meeting Schedule Failure to submit all required materials by this deadline will delay review by the IMC to the following meeting.
- For pilot request: Selector must complete and submit Pilot Request Form, all mandatory forms outlined on the Pilot Request Form, and copy of core instructional materials to the Curriculum Director for review and approval for trial use.

C. Approval of core instructional material.

- The IMC will review and approve core instructional material, which will then be submitted to the Board of Directors at the first Board meeting following the IMC meeting.

D. Adoption of core instructional material.

- The Board of Directors will do a first and second reading of the adoption request. The decision on whether to adopt the core instructional material will occur at the second board meeting following the IMC meeting.

E. Notification of Board Action

- The IMC secretary will notify the instructional material selector and school administrator of Board action immediately after the Board decision and will return the instructional material provided for review.

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 building administrator, 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:

1. **Core Instructional Materials** 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.
2. **Supplementary Instructional 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.

Citizens 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 office. 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 activities will be employed to help citizens become familiar with instructional materials:

1. A variety of learning materials will be available for review within a week of a formal request.
2. Displays of learning materials may be provided in schools during P.T.O./Site Council meetings, parent-teacher conferences and public meetings during the school year.
3. A request for viewing materials used in a specific building may be made to the building principal.

Citizen Access for Review of Instructional Materials

A citizen objecting to the use of any instructional materials in the school system may request an informal conference with a staff member involved in the use of the material along with his/her principal or designee. The purpose of the informal conference is to develop a clear understanding of the learning objectives addressed with the material, which students have access to the material, and how the material is presented to them.

Following the informal conference described above, should a citizen wish to make a formal protest regarding the specific material in question, she/he must use the form for requesting reconsideration of instructional materials. These forms are available at the K-12 Teaching and Learning Department, or under Procedure 2020 on the District website. The complainant will deliver the completed request form to the IMC secretary, who will take the following steps to assure timely consideration of the request:

1. 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.
2. 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 or written.
3. 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 will 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.

Instructional Materials Committee Reconsideration Hearing Procedures

The purpose of the reconsideration hearing is to provide members of the IMC with information regarding the actual use of the instructional materials in the school(s) and the specific objections of the complainant. Questions by the complainant regarding the use of the materials should be directed to the K-12 Teaching and Learning Department prior to the reconsideration hearing. All hearings of citizens' request for reconsideration will be open to the public. Hearings will be conducted by a designated Hearing Officer following the format and time frames described below.

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| • Introductions and Process Overview by Hearing Officer | 10 minutes |
| • Presentation to the IMC by Complainant | 15 minutes |
| • Presentation to the IMC by District Staff | 15 minutes |
| • Response by Complainant | 5 minutes |
| • Response by District Staff | 5 minutes |
| • Questions from IMC (determined by committee) | |
| • Closing Comments to IMC by Complainant | 5 minutes |
| • Closing Comments to IMC by District Staff | 5 minutes |
| • Closing Comments and Adjournment by Hearing Officer | 5 minutes |

No oral testimony will be accepted from audience members; however, the IMC will accept written comments related to the reconsideration request in accordance with timelines described at the hearing.

The IMC will consider all matters presented and give reasonable credit to such matters. Decisions will be by majority vote of the committee. Decisions of the committee will be delivered to the complainant and affected staff members in writing within ten (10) consecutive school days.

Any appeal of this decision must be delivered in writing to the Superintendent within fourteen (14) consecutive school days following the issuance of the IMC decision. The Board of Directors will set a time and place for an open hearing of the complaint by the Board. Such hearing will be within ninety (90) days of the Superintendent's receipt of the written notice of appeal.

Board of Directors Appeal Hearing Procedures

The purpose of the appeal hearing is to provide members of the Board of Directors with additional information regarding the actual use of the instructional materials in the school(s) and the specific objections of the complainant. All materials and written testimony presented to the K-12 Teaching and Learning Department and Instructional Materials Committee to date will be made available to the Board of Directors prior to the hearing. Questions by the complainant regarding the use of the materials should be directed to the K-12 Teaching and Learning Department prior to the appeal hearing. All appeal hearings of citizens' request for reconsideration will be open to the public. Appeal hearings will be conducted by the Board President following the format and time frames described below.

- Introductions and Process Overview by Board President 10 minutes
- Presentation to the Board by Complainant 10 minutes
- Presentation to the Board by District Staff 10 minutes
- Oral Public Testimony to the Board by Audience 3 minutes (each)
- Closing Comments and Adjournment by Board Members Determined by Board

All comments presented by the Complainant, District staff and audience members providing oral public testimony should be directed to the Board of Directors, not to audience members or others present.

Equipment used to record the proceedings will be limited to designated areas. Food, beverages, unrelated literature, or other objects shall not be distributed or made available to audience members. Cellular phones, pagers and other devices with audio alarms should be switched to vibrate or turned off during the hearing.

The Board shall consider all matters presented and give reasonable credit to such matters. The Board may place the appeal on the agenda of the next regular Board meeting in order to further deliberate the issue and make a final decision. Decisions shall be by majority vote of the Board, and are final. Decisions of the Board shall be delivered to the complainant and affected staff members in writing within ten (10) consecutive school days. Instructional materials upheld by the Board of Directors will be exempt from further reconsideration for a period of seven (7) school years from the date of the decision.

Date Established: June 2008

Classification: Priority

Revised Dates: 1.24.2011; 3.21.2011; 8.31.2018