

Curriculum Development and Adoption of Instructional Materials

The curriculum of a district shall be reviewed on a regular basis. The district shall adopt a cycle for review, based on greatest academic need.

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 ensure that materials are selected in conformance to stated criteria.

Regular committee meetings will be held four times a year on a schedule to be set by the committee secretary at the beginning of each school year. 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

The district Instructional Materials Committee shall consist of one ex-officio member, seven staff representatives, and up to five community members.

Duties of the Instructional Materials Committee

Duties of the Instructional Materials Committee shall include, but are not limited to:

- Monitoring the procedure for selecting and adopting curricular materials.
- Monitoring the placement of materials at the appropriate instructional levels.
- Examining, evaluating, and articulating requests for adoption of curricular materials reviewed and submitted by the Building Curricular Materials Committee.
- Furnishing, upon rejection of any material, written justification for the rejection to the submitting committee and/or teacher, citing specific reasons evaluated in context to the materials as a whole.
- Be present during the review, recommendation, and adoption process at the district Board of Director's level. Absence at two or more Instructional Materials Committee meetings during an instructional year may result in removal from the Instructional Materials Committee.

Building Curricular Materials Committee (BCMC) Membership

The BCMC shall consist of a building administrator, staff representatives, and community members.

Duties of the Building Curricular Materials Committee

Duties of the Building Curricular Materials Committee shall include, but are not limited to:

- Examining, evaluating, and articulating requests for adoption of supplementary curricular materials.
- Assisting in the placement of materials at the appropriate instructional levels, considering the entire K-12 curriculum.
- Acting in an advisory capacity to help determine areas of the curriculum in which instructional materials need to be reviewed and improved.

- Reviewing all instructional materials prior to formal presentation to the district Instructional Materials Committee.
- Selecting a representative(s) to be present during the review, recommendation, and adoption process at the Instructional Materials Committee and the district Board of Directors level.
- Sending copies of the BCMC minutes to the district Instructional Materials Committee to accompany the materials seeking district adoption.

Selection of Instructional Materials: Responsibilities

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

Initial Selection

Texts shall be initially selected by such task force representatives as the superintendent may designate. Texts are major instructional materials for a given course. The task force representatives are expected to use professional judgment in the selection of materials. Care should be exercised in assuring that the materials are appropriate for the age and maturity levels of the students, within the context of the student learning objectives of the course, and in good taste relative to the values of a pluralistic society.

Reputable, unbiased, professionally prepared selection aids should be consulted as guides. Aids which meet these standards include the publications of various professional organizations in general and specialized subject areas. Persons who are recognized authorities in the field should also be consulted as guides.

Experimental use of materials with evaluation should be used as a guide prior to formal adoption.

Supplementary materials shall be selected by task force representatives or certificated staff using such materials with the understanding that they require approval of the committee, they must be selected under the criteria detailed in Policy 2020, and are subject to normal reconsideration procedures. Supplementary materials supplement the major text of a course. The instructional staff member(s) shall be accountable to the building principal for the use of **spontaneous materials** of limited time, use and quantity. Materials labeled with an age restricting rating that would exclude students from participating in the class as a whole may not be used as spontaneous materials and may not be used in the classroom until approved by the **Building Curricular Materials Committee (BCMC)** process. Continued use of these materials will require that the entire South Kitsap School District IMC process be followed.

Approval

Texts and **supplemental materials** shall be approved by the Instructional Materials Committee.

Adoption

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

The committee secretary will provide department heads, principals, and program developers with copies of the committee meeting schedule at the beginning of each school year.

Tasks and Time Lines

Textbooks can be approved at any committee meeting and sent for adoption at the next district Board of Directors meeting. Prior to adoption, texts will be subject to first and second readings at the next two district Board of Directors meetings. Texts being considered for adoption will be publicly displayed so community members can review and provide input to the district Board of Directors, if desired.

Conditions for Loan and Sale of Instructional Materials

When a student wishes to purchase instructional materials, or when such materials are lost or destroyed, the value of the instructional material shall be assessed at the current replacement cost.

When instructional materials are damaged, a fine will be assessed as determined by the building principal, taking into consideration the condition of the instructional material and the original cost. The following depreciation schedule is to be used as a guide in determining values.

	<u>Per Year</u>	<u>Accumulation</u>
a. Immediately upon receipt and stamping in the building	0%	
b. After 1 st year of use	10%-20%	10%-20%
c. After 2 nd year of use	10%-20%	20%-40%
d. After 3 rd year of use	10%-20%	30%-60%
e. After 4 th year of use	10%-20%	40%-80%
f. After 5 th year of use	15%-20%	55%-100%
g. After 6 th year of use	15%-20%	70%-100%
h. After 7 th year of use	15%-20%	85%-100%
i. After 8 th year of use	15%-20%	100%

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** shall 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** shall 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:

- A. A variety of learning materials will be available for immediate perusal at any time in the district office.
- B. Displays of learning materials may be provided in schools during P.T.A. meetings, parent-teacher conferences and public meetings during the school year.

A citizen 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 available from the district curriculum office. The complainant will deliver the completed request form to the Instructional Materials Committee secretary, who will take the steps outlined in 2102P to assure timely consideration of requests.