

POLICY NO. 6008
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INSTRUCTIONAL MATERIALS

POLICY:

SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS AND METHODS

The Board of Directors is legally responsible for the selection of all instructional materials used in the district. The district's Mission, Vision, Beliefs and Strategic Plan, together with state curriculum standards and assessments, shall guide selection.

Selection of instructional materials for the Lake Stevens School District shall be flexible enough to meet the needs of the district curriculum goals for basic education, student interest, special learning situations, and a changing society. Overall, the instructional materials and assessments selected shall reflect the contributions of both men and women and the various religious, ethnic, and cultural groups found throughout our country. It is further believed that the instructional materials and assessments should be of the highest quality possible within the limits of our resources, as determined by these criteria.

The selected instructional materials shall be of 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. Educators shall recognize their responsibility to provide an opportunity for critical analysis as well as examination of contrasting viewpoints of a controversial issue, when appropriate.

Basic instructional materials shall be adopted by the Board prior to their use in schools except for those 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 adoption. Materials approved for pilot use shall be restricted to the classes specified. Supplementary materials do not require district adoption, and may be approved by the building administrator.

A district level Curriculum Commission shall be selected to ensure that the process for the adoption of instructional materials has been followed, to make recommendations about the use of instructional materials, and to consider appeals and challenges of instructional materials. The Curriculum Commission shall participate in the periodic reviews of curriculum areas.

Students and community members also have an interest in the selection of general teaching materials and methods and may participate in their selection as outlined herein. It is imperative that the lines of authority within the process be followed so as to ensure fairness, continuity, and an atmosphere conducive to educational innovation.

Legal Reference: RCW 28A.320.230

INSTRUCTIONAL MATERIALS

PROCEDURES:

I. DEFINITION OF TERMS

A. Basic Materials -- All Basic Materials must be adopted by the Board of Directors.

Those print or non-print materials that are used in such a way as to form the core of a curriculum area or class are considered Basic Materials. These may include a text series and/or selected groups of titles (i.e., trade books), videos, multi-media kits, programmed instruction, computer software, math manipulatives, or any other instructional materials or assessments needed to implement the district-adopted learning standards and the state essential learning requirements. Basic Materials may consist of more than one set of materials. **The way in which the material is to be used in the classroom will determine whether or not the specific item is considered Basic Materials.**

B. Supplementary Materials -- Supplementary Materials are approved at the building level. The need for approval is determined by the use of the Quick Screen Checklist (Form D or E). Those materials that might be used to support, enrich, or individualize the curriculum, or to meet specific needs are considered to be Supplementary Materials. These may include books or multi-media materials in classroom libraries that are not required or are not used in classroom instruction; other examples might include games, maps, study prints, pamphlets, filmstrips, slides, tapes, videos, software, sheet music, etc. Also considered supplementary are those items not used on a regular instructional basis and which are topical or of interest or of value for a short time. Examples might include articles from a standard daily or weekly newspaper, a teacher-made game, timely pamphlets or brochures. **The way in which the material is to be used in the classroom will determine whether or not the specific item is considered Supplementary Material.**

C. Committees

1. Curriculum Commission

- a. Duties and responsibilities of the Curriculum Commission shall include:
 - i. Ensuring that the process for review and selection of materials and courses was followed; and that all required elements of the process are complete and satisfactory;
 - ii. Contributing the viewpoints of the groups that members represent;
 - iii. Carefully considering the value and impact of the materials on the complete range of needs of students;

- iv. Ensuring that the pilot implementation plan was followed and that data were systematically collected and analyzed; and
 - v. Ensuring that, to the best of their knowledge and professional judgment, the materials to be adopted are in the best interest of the district.
- b. Composition shall include a minimum of: one or more designees of the superintendent; one principal; three elementary teachers, two middle school teachers, two high school teachers; one alternative high school teacher; one school librarian; and one parent and alternate from each level. All members shall be appointed by the superintendent or his/her designee.
 - c. The superintendent's designee shall act as chairperson.
 - d. The chairperson shall appoint one recorder to take minutes of the meetings.
 - e. The length of term served may vary, but is not to be less than one school year.
 - f. Meeting times shall be determined by the committee.
 - g. The committee shall operate on a one vote per member basis with a majority of votes being deciding. Action by the committee will require that more than half the members are present.

2. **Ad Hoc Committees**

- a. Ad Hoc Committees are those committees appointed by the School Board, the Curriculum Commission, or a building principal, for a terminal task of assessing specific instructional materials.
- b. The Ad Hoc Committee's findings shall be forwarded to the person or group who requested the review or assessment.

D. Instructional Materials Lists

- 1. **Adopted Instructional Materials List.** The list of the basic instructional materials that have been adopted by the School Board for use in the district. The list will be maintained at the administration office.
- 2. **Approved Instructional Materials List.** The supplementary reading list for grade level materials that have been approved at the building level for their respective grade levels and programs. The approved instructional materials list will also include any supplementary materials that required the principal's signature on the Quick Screen Checklist (Form D or Form E). The list will be maintained at the building.

II. PROCEDURES FOR SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS AND METHODS

REVIEW CRITERIA

In the selection of instructional materials, staff members and committees are expected to use their best professional judgment informed by research and clear outcomes for student achievement in order to assure that the best possible materials are used in the district's instructional programs. The following criteria shall be considered when choosing instructional materials to be used in the Lake Stevens Public Schools:

Appropriate Instructional Materials:

- a. Are consistent with the District's mission and policies;
- b. Align with district and state curriculum standards and assessments;
- c. Are appropriate for the age and grade intended, especially considering the varied needs, abilities, and maturity levels of students served;
- d. Are supported by evidence of positive impact on student learning/achievement;
- e. Stimulate student growth in critical thinking, factual knowledge, and literary and aesthetic appreciation;
- f. Provide sufficient variety so as to objectively present differing views of issues, in order that students may develop analytical and decision-making skills;
- g. Contribute to developing an understanding of ethnic, cultural, and occupational diversity; and
- h. Constitute a valuable addition to the instructional materials that have already been approved.

The instructional materials used in the district shall be classified into two general categories:

- (A) Basic Materials, and
- (B) Supplementary Materials.

A. The Process for Approval of Basic Materials

All instructional materials being considered for district-wide adoptions must be researched, evaluated, and recommended by the district Curriculum Committees. The curriculum review of the recommended adoption must occur prior to Board approval. Instructional materials may be piloted prior to an adoption, if deemed necessary by the district Curriculum Committee, Curriculum Commission, or the Board.

District-Wide Adoptions

1. District Curriculum Committees, educators, parents, community members, or students may make suggestions for examination of instructional materials. The material and a request for examination shall be directed to the appropriate grade level Executive Director of Learning.
2. The Executive Directors of Learning or the Superintendent's Designee will form a representative group of educators to research, evaluate and recommend instructional materials for a district-wide adoption.
3. The District Curriculum Committee will develop a plan which may include:
 - >Needs assessment
 - >Research-based review of best practices
 - >Performance results of Lake Stevens' students
 - >Evaluation of materials based on identified criteria

4. The District Curriculum Committee will recommend instructional materials for adoption to the Curriculum Commission for approval.
5. The Curriculum Commission will render a decision based on consideration of the Review Criteria (Section II), the Pilot Recommendation Form (Form B), the Instructional Materials Evaluation Form (Form C), and input received from the community.
6. If the decision is **Not Recommend**, then the process is finished unless there is a request for an appeal of the decision. In such an event, the appeal process herein shall be followed.
7. If the decision is **Recommend**, the material and the appropriate documentation will be sent to the Superintendent, who in turn will take them to the Board for their consideration.
8. If approved by the Board, a curriculum guide for the materials will be written/revised and distributed. The instructional material(s) shall be added to the “Adopted Instructional Materials List’ and may be used within the district.
9. Any material in the process of approval may not be used until the Board has given its final approval, except for trial-use materials 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 Piloting Process

1. Fill out the Request to Conduct Pilot Project Form (Form A).
 - a. Consult with the Assessment Director on the evaluation design.
 - b. Obtain the building administrator’s approval.
2. Submit the plan to the building administrator and the Curriculum Committee/ Curriculum Commission for approval. Public notification of the pilot process will be issued, and materials will be displayed at the administration building for public review. Written opinions from the public may be submitted to the Curriculum Commission.
3. Conduct the pilot.
4. Complete the Pilot Recommendation Form (Form B).

B. The Process for Approval of Supplementary Materials

Supplementary Materials are approved at the building level. The need for approval is determined by the use of the Quick Screen Checklist (Form D or E). The Quick Screen Checklist is provided to guide teachers in the selection and use of these materials and should be used as needed.

1. The building principal has the authority to approve the purchase and use of Supplementary Materials. This decision is to be based on the appropriate Quick Screen Checklist, his/her professional judgment, and the recommendations of an Ad Hoc Committee, if appointed.
2. Each building will compile a supplementary reading list for each grade level. This list includes titles of supplemental trade books used in classrooms. These lists are approved by the building principal, held by the librarian.
3. Educators, parents, students, or others may request approval of supplementary materials. Requests shall be made by completing and submitting the appropriate form of the Quick Screen Checklist (Form D or E) to the building principal.
4. The building principal may appoint an Ad Hoc Committee to examine the material and the Quick Screen Checklist, and to report their recommendation.
5. If approved at the building level, the instructional material shall be added to the "Approved Instructional Materials List" and may be used as a Supplementary Instructional Material within that building.
6. The building principal shall forward a list of the additions to the "Approved Instructional Materials List" to the Curriculum Commission for review a minimum of once each school year.
7. **Video/Electronic Media Procedures:**

Rating policy

Students may be shown "G" rated videos/films. **No** "NC-17" or "X" rated videos/films may be shown to any student. In selected cases, a "PG" or "PG-13" rated video/film may be shown to **elementary (grades K-5)** students, if previewed in total by the teacher and approved in writing by the principal (Form E). In some cases, it may be appropriate to show the film but to skip scenes, which, in the judgment of the principal, are not appropriate for elementary students. In selected cases, a "PG", "PG-13", or "R" rated video/film may be shown to **secondary (grades 6-12)** students, if previewed in total by the teacher and approved in writing by the building principal (Form E).). In some cases, it may be appropriate to show the film but to skip scenes, which, in the judgment of the principal, are not appropriate for secondary students.

In such cases, parents will be notified of the date and time of viewing and will have the opportunity to "opt out" their child from the scheduled showing.

Procedures

The Quick Screen Checklist Form E shall be completed by the teacher for all video and electronic media that has not been adopted by the district or does not belong to a building's media collection. The Quick Screen Checklist is to provide a guideline for teachers in the selection and use of these materials.

C. New Program/New Course Recommendation

Process: New secondary courses and new programs are recommended to the Curriculum Commission and approved by the Board.

Step I: Complete the first page of the New Program/New Course Recommendation process (NP/NCR). If your immediate supervisor signs Step I, then you may continue further development of the proposal by completing Step II. (Form F)

If the proposal is a new course at the secondary level, Department Heads or Team Leaders must approve the planning.

Send a copy of the approved NP/NCR Step I Form to the Executive Director of Learning.

Step II: This step is intended to cause more detailed planning and contact of those staff members potentially involved in the recommended program. (Form G)

Complete the Step II NP/NCR Form. Submit the completed proposal to the Executive Director of Learning and your building's School Improvement Team (SIT). The Executive Director may return the form to the program initiator for further detail or clarification before continuing the process.

Step III: If approved by the building SIT, a copy of the final plan will be forwarded to the district Curriculum Commission for consideration (this can be submitted to the Executive Director of Learning). Contact persons submitting proposals may be requested to present to the Commission. (Form H)

Critical Dates:

New Course:	New Program:	
Jan. 4	Feb. 1	NP/NCR Step I Form signed by a supervisor, Department Head or Team Leader. Planning approval notice sent to the Executive Director of Learning.
Jan. 28	Mar. 1	NP/NCR Step II Form approved by building SIT and copy forwarded to the Executive Director of Learning.
Feb. 29	Apr. 1	NP/NCR approved by the Curriculum Commission.
Mar. 31	May 15	NP/NCR sent to the School Board for information or approval.

III. THE PROCESS FOR APPEALING BASIC INSTRUCTIONAL MATERIALS

A. Appeal of Basic Instructional Materials Not Yet Adopted

1. Appeals to the Curriculum Commission

The person or persons appealing a decision regarding instructional materials or methods shall notify the chairperson of the Curriculum Commission of the intent to appeal.

- a. The appellant shall provide the committee with a copy or copies of the material in question accompanied by a short, signed statement explaining his or her concern.
- b. The Curriculum Commission shall review the appeal and render a decision on it within 10 (ten) school days of receipt of the written appeal. The decision shall be forwarded to the Board.
- c. A decision of **Not Recommend** by the Curriculum Commission means the material in question may not be used within the district. However, the same material may be resubmitted at a later date or appealed to the School Board.

2. Appeals to the School Board

- a. A person or persons may appeal a decision of the Curriculum Commission by notifying the Secretary of the Board of the intent.
- b. The Board may appoint an Ad Hoc committee to make a recommendation on the appeal.
- c. Materials and methods under appeal from the Curriculum Commission may not be used in the district prior to a final decision of the Board.
- d. The decision of the Board shall be final. At their discretion, the Board may reconsider the material if resubmitted at a later date.
- e. Materials may be resubmitted for approval to the Curriculum Commission or the appropriate building principal after a waiting period of two years.

B. Formal Challenge of Instructional Materials or Methods in Use

If a citizen or citizens wish to challenge instructional materials currently used in the district, they shall follow the procedures outlined below:

1. Steps shall first be taken to try to resolve the problem at the school level with the principal and employee(s) involved. If another administrator, the superintendent, or a Board member is contacted, they shall refer the issue to the building principal. When instructional materials, instructional methods, or course content is challenged, no change shall be required in said use until the process herein has been utilized and a final decision is made.
2. If the matter is not satisfactorily resolved informally at the building level, the person or persons submitting the challenge shall submit a formal written complaint detailing his/her concern(s). If the issue relates to instructional material(s), the form included herein as Form I shall be used. If the issue relates to methods or course content, Form

I may be used as a guide in writing the complaint. The written complaint shall be submitted to the building principal and a copy to the Chairman of the Curriculum Commission.

3. The building principal will acknowledge receipt of the complaint, and may appoint a committee at the building level or refer the appeal to the Curriculum Commission. Both the person using the material being challenged and the person filing the complaint shall be invited to present his/her perspective to the Ad Hoc Committee or Curriculum Commission. The Committee/Commission will make a written recommendation within two weeks from the date the building principal received the written complaint. The recommendation will be implemented unless there is further appeal by either party, in which case the decision of an Ad Hoc Committee may be appealed to the Curriculum Commission.
4. If the matter is still not satisfactorily resolved, the appellant may request that the Board consider the issue. The Board may choose to conduct a hearing on the issue, or may uphold the Curriculum Committee's decision. The Board shall make a final decision on the matter, and notify the appellant in writing.

IV. MAINTENANCE OF QUALITY CONTROL.

The Curriculum Commission shall review annually the use of the Instructional Materials Checklist and the Quick Screen Checklist to determine compliance with district policy.

V. INSTRUCTIONAL MATERIAL LISTS

- A. The administration office shall maintain a current list of those basic instructional materials that have been approved by the Board for use in the school district (the "**Adopted Instructional Materials List**").
- B. Each building shall maintain a list of those supplementary reading/instructional materials that have been approved at the building level for their respective grade levels or programs (the "**Approved Instructional Materials List**").
- C. Community members have the right to inspect and review instructional materials used in the public schools.

VI. DEPRECIATION AND DISPOSITION OF INSTRUCTIONAL MATERIALS

The Lake Stevens School Board shall adopt and periodically update a cost depreciation scale for district materials and a policy that outlines the procedure for the disposition of obsolete and/or unusable materials.