



CURRICULUM DEVELOPMENT AND ADOPTION OF INSTRUCTIONAL MATERIALS

The following curriculum of the district will be reviewed on a regular basis:

- Mathematics K-12
- Science/Health K-12
- Writing K-12, English Language Arts 7-12
- Social Studies K-12
- Fitness, Music, Fine Arts K-12
- Reading K-8
- World Languages 9-12

Instructional Materials Review Committee: Scope and Schedule

The Instructional Materials Review 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 and electronic resources 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.

Committee meetings will be called on an "as needed" basis, but not less than once per year. The district will be responsible for arranging release time for committee members.

Instructional Materials Review Committee Membership

This committee will consist of the superintendent and/or designee(s), three building administrators, three certificated staff members and the district librarian. Members will be appointed by the superintendent and/or designee(s) to serve for a minimum of a one-year term up to a three-year term. Principals and certificated staff will not be current members of the Curriculum Development Coordinating Council.

The Instructional Materials Review 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.

Selection of Instructional Materials: Responsibilities

The Instructional Materials Review Committee will conduct a final review of all texts and electronic resources recommended by the Curriculum Development Coordination Council prior to sending these materials forward to the Superintendent for recommendation for final approval by the board. Texts selected prior to the adoption of this policy are exempt from this requirement.

Curriculum Development Coordinating Council

The Curriculum Development Coordinating Council has as its primary responsibility the monitoring of Mead School District curriculum and instructional materials.

Purpose:

To provide quality education to all students by:

1. Evaluating changing curriculum needs.
2. Directing attention to current educational issues and research.
3. Encouraging cooperation and understanding among grade levels, academic areas including CTE, LAP, Highly Capable and across buildings.
4. Presenting, discussing and recommending curriculum practices including professional development needs.

Functions:

1. Determine the curriculum adoption cycle and recommend changes to the cycle when necessary.
2. Coordinate the K-12 curriculum, approve the study of areas in need of curriculum improvement and initiate curriculum change.
3. Stay abreast of educational research and consider the implications on current curriculum and instructional materials.
4. Create sub committees and task forces based on curriculum adoption cycle and support those entities with curriculum development and instructional materials selection.
5. Evaluate recommendations from sub committees and task forces and, when approved, submit to the Instructional Materials Review Committee.
6. Consider requests from principals and staff for curriculum revisions and instructional materials.
7. Assist in the staff development programs, particularly the development of in-service opportunities.

Membership:

Learning Services Assistant Superintendent(s) representing K-12
Special Services Assistant Superintendent
Finance Assistant Superintendent
Student Services Executive Director
Technology Director
Principals: 2 elementary, 1 middle school, 1 high school
Librarian
Teachers: 3 elementary, 2 middle school, 2 high school
Parents: 1 elementary 1 middle school 1 high school

Terms of Office:

Three-year commitment
One-third of membership renewed annually
Vacated positions to be filled immediately

Meetings:

Meetings will be scheduled quarterly: October, January, March, May.
Meetings will take place outside the school day.
An Assistant Superintendent of Learning Services will be the Committee Chair.

Instructional Materials Adoption Process

This committee has the responsibility to use content standards and the policy criteria as the guides in their screening process. Parents and community will be given an opportunity to give input on the selection prior to recommendation to the Instructional Materials Review Committee.

Supplementary Materials

Supplementary materials support the major text of a course and should be available in sufficient amounts to support the curriculum. Supplemental 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 Instructional Materials Review Committee or the school board, they must be selected under the criteria detailed in Policy 2020 and are subject to normal reconsideration procedures.

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.

Citizens Participation in the Instructional Materials Reconsideration Process

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 available from the district Learning Services office. The complainant will deliver the completed request form to the superintendent. A request to remove an item from schools or limit its use will be acted upon 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.

The Instructional Materials Review Committee Chair 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 Review Committee. Such hearing will be within 30 days of 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 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 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 majority vote of the committee. Decisions of the committee will be delivered in writing to the superintendent, complainant and affected staff within the required two month time period.

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 maybe 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 and/or electronic resources** 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. The following activities will be employed to help citizens become familiar with instructional materials:

- A. A variety of learning materials will be available for perusal at any time in the district learning resource center.
- B. Displays of learning materials may be provided in schools during PTA meetings, parent-teacher conferences and public meetings during the school year during the adoption process.

Adopted: May 24, 1978

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Revised & Renumbered: January 9, 2012

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