

BOARD POLICY

INSTRUCTIONAL MATERIALS

Instructional materials shall be selected to support approved curriculum, enhance student learning, and assist students in attaining the District’s performance standards.

Instructional materials constitute all materials—print, non-print, digital, or any combination thereof—used with students. Instructional materials shall be defined by two categories:

1. Basic Materials: Materials which are associated with District curriculum adoptions and are adopted by the Board for district wide use as a primary means to help students attain program outcomes.
2. Non-Basic Materials: All other instructional and learning resources which are selected to complement, enrich, and/or extend the curriculum, e.g., specialized materials selected to meet diverse needs or rapidly changing circumstances, teacher-selected resources for individual classes, student materials lists, library materials, digital resources, and the District’s media collection. The use of non-basic materials for classroom instruction is the responsibility of the teacher using them and the appropriate administrator. All non-basic materials must be selected based on Board-approved goals and program outcomes.

Selection and Adoption of Instructional Materials

The Board is legally responsible for the selection of all instructional materials used in the District. The responsibility for preparing student reading lists and for examining, evaluating and selecting non-basic materials is delegated to the professional staff of the District. Basic materials shall be adopted by the Board prior to their use in schools, except for materials authorized by the Superintendent for trial use, which may be used for a period not to exceed one school year. Materials approved for trial use shall be restricted to classes specified.

The Superintendent shall ensure that a list of all approved basic materials is maintained and available for public review.

District Instructional Materials Committee

The Curriculum Director will recommend members for the Instructional Materials Committee to the Superintendent. The Superintendent shall appoint a District Instructional Materials Committee which shall include staff and parent/community members. Appointments shall be for two-year terms and are subject to approval by the Board. The Instructional Materials Committee will:

- review and make recommendations relative to the adoption of basic instructional materials in accordance with adopted curriculum, state law, and District policy and procedures;

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- implement and monitor procedures for selecting and adopting basic instructional materials owned and used by the District;
- encourage staff, parent/community participation and expert review when necessary in the instructional materials process;
- review and make recommendations to the Superintendent or designee regarding requests for reconsideration of any instructional materials;
- ensure that instructional materials recommended for adoption are selected in conformance with the criteria listed below.

Goals for Selection of Instructional Materials

The following goals will be used in the selection of all instructional materials recommended for use by District students. Instructional materials shall:

- be consistent with District-adopted curriculum and relevant policies, procedures, and regulations;
- support and enrich the curriculum, taking into consideration the varied instructional needs, learning styles, abilities and developmental levels of the students served;
- stimulate student growth in critical thinking, reasoning, and problem solving and support lifelong learning and workplace applications;
- be of sufficient variety to meet the diverse needs/characteristics of students and present balanced but differing views of issues, controversial or otherwise, in order that students may develop analytical and decision-making skills;
- contribute to the development of an understanding of the diversity of American life by being appropriately inclusive regarding the roles and contributions of various groups and cultures;
- contribute to the development of self-respect, pride and an appreciation of differences and reflect respect for the worth and dignity of all people;
- offer the most appropriate format(s) (including digital ~~technological~~, visual and/or auditory components) to support adopted curriculum; and
- be generally free of sex bias, stereotyping, and other forms of bias. The Board recognizes that under certain circumstances biased materials may serve as appropriate resources to present contrasting and differing points of view, and biased materials may be employed in order to teach students about bias, stereotyping, and propaganda. Also, classic and contemporary literary works, periodicals, and technical journals may be selected even if they do not meet this general standard, if otherwise educationally necessary or appropriate.

Requests for Reconsideration of Instructional Materials

Parents, guardians, or custodians of District students may request removal or restricted use of instructional materials in the District. Formal, written requests to remove items from the schools, or limit their use, will be reviewed by a representative committee appointed by the Superintendent or designee. The committee will report its findings to the Instructional Materials

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Committee, which will make a recommendation to the Superintendent or designee for action, in accordance with procedures established by the Superintendent. Decisions of the Superintendent or designee may be appealed to the Board for final determination.

Conditions for Loan and Disposal of Instructional Materials

Free basic materials and other instructional materials may be made available for loan to students when, in the judgment of the Board, the best interests of the District will be served by such a decision. The professional staff will maintain records necessary to account for all instructional materials and provide for student replacement of lost or damaged materials. Instructional materials that do not meet current District standards for curriculum, Board-approved goals, or are not serviceable may be declared obsolete by the Superintendent and disposed of per state legal requirements.

Administrative Procedures

The Board of Directors delegates to the Superintendent the responsibility to establish procedures which support the effective implementation of this policy.

LEGAL REFERENCES:

RCW 28A.150.230	Basic Education Act—District school directors as accountable for proper operation of district—Scope—Responsibilities—Publication of guide
RCW 28A.320.230	Instructional materials—Instructional materials committee
RCW 28A.640.020	Regulations, guidelines to eliminate discrimination—Scope
RCW 28A.320.240	Operation and stocking of libraries
WAC 180-46-015	Library media collections
WAC 180-46-030	Equipment and materials
WAC 392-190-055	Textbooks and instructional materials

Adopted: June 26, 2003
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