

## 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 as follows:

### Cycle Year:

1. K-12 Writing/Communication (Language Arts)  
Business Education, Industrial Technology, Computer Education  
Diversified Occupations, Marketing
2. K-12 Science, Agri-science, Environmental Education  
K-12 Fine Arts (Music, Drama, Visual/Studio Art)
3. K-12 Social Studies  
K-12 Citizenship  
K-12 School-to-Career
4. K-12 World Languages  
K-12 Health and Fitness, Family and Consumer Sciences
5. K-12 Reading
6. K-12 Academic Interventions, Remediation, and Alternative Education  
K-12 Highly Capable  
Study Skills and Library Science
7. K-12 Math  
K-12 Report Card

### 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. The Instructional Materials Committee will meet annually in the spring. Special meetings may be called by the chair of the committee if necessary.

### Instructional Materials Committee Membership

The Superintendent shall ensure that parent/guardians are provided notice annually to serve on the Instructional Materials Committee. Members shall be appointed annually by the Superintendent and approved annually by the Board of Directors. The Superintendent shall designate a committee member to serve as chair of the committee.

### **Term of Office**

Members of the Instructional Materials Committee shall be appointed and approved annually. Temporary appointments may be made to fill vacancies.

### **Duties**

The committee, with the approval of the Superintendent, shall establish and monitor such procedures as may be necessary for the implementation of this policy.

### **Citizens Participation in the Instructional Materials Process**

Should a citizen wish to make a formal protest regarding specific material used in the school system, he/she must use the form for requesting reconsideration of instructional materials. These forms are available in the District office. A request to remove an item from the schools or limit its use will be acted upon by the committee. 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.

### **Selection of Instructional Materials: Responsibilities**

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

### **Initial Selection**

Core instructional materials are the primary materials used to teach the grade level expectations. When core materials are not fully aligned with the grade level expectations, supplemental materials shall be used to supplement the core materials. Core instructional materials and supplemental instructional materials shall be initially selected by such certificated staff and/or adoption committee as the Superintendent may designate.

Resource materials shall 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 reconsiderations. (Trial-use texts of an experimental, pilot nature may be authorized for use by the Superintendent for a period of no more than one school year prior to Board approval for general use throughout the District).

### **Approval**

A member of the adoption committee shall present to the Instructional Materials Committee. Core instructional materials and supplemental instructional materials shall be approved by the committee by majority vote of a quorum. Resource materials shall not require committee approval.

Adoption Core instructional materials and supplemental instructional materials shall be approved by the Board prior to their use in classrooms. Texts selected previously are exempt from this requirement.

### **Tasks and Time Lines**

The Instructional Materials Committee will meet annually in the spring. Special meetings may be called by the chair of the committee if necessary. Upon approval from the Instructional Materials Committee, instructional materials shall be presented to the board for approval. IMC members will be provided a list of books/materials to be considered one month prior to the IMC meeting. Board members will be provided a list of books/materials to be considered one month prior to the school

board meeting.

### **Instructional Materials Criteria**

Instructional materials will be evaluated based on the criteria listed in the appendices to Policy 2020. Appendices shall contain the criteria for the following areas:

- Appendix 1 - Effective Student Learning
- Appendix 2 - Sex Bias
- Appendix 3 - Cultural/Ethnic Bias
- Appendix 4 - Information that may be Objectionable

To evaluate materials by these criteria, text selectors may find the following steps helpful:

- A. Read reviews in professional periodicals through the curriculum office, state Superintendent of Public Instruction, etc.
- B. Review copies of other available texts. The District curriculum office will order samples on request.
- C. Check the reading level of the text through use of a standard readability formula.
- D. Use tentatively selected materials according to pilot-uses. E. Review the Washington State Models for the Evaluation of Bias Content published by the Washington State Office of the Superintendent of Public Instruction.
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### **Online curriculum used by students via the West Valley Virtual Academy**

As per WAC 392-121-188 (10), online curriculum offered by online providers approved by OSPI is approved for use by students via the West Valley Virtual Academy. As per WAC, because the online provider has been approved by OSPI, no additional approval process is required.

### **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 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:

- A. Core instructional materials and supplemental instructional materials shall be removed

from collections by the committee based on the criteria for selection in this and on the availability of suitable replacement materials.

- B. Resource materials shall be removed from collections by individual certificated staff holding such collections based on the criteria for selection in this and on the availability of suitable replacement materials.

A citizen wishing to protest use of any instructional materials in the school system must use the form for requesting reconsideration of instructional materials (2020F-2 Citizen's Request for Reconsideration of Instructional Materials). A citizen may protest the use of any instructional materials, including core instructional materials, supplemental instructional materials, and resource materials. Form 2020F-2 is available online and at the District office. The complainant will deliver the completed request form to the chair of the Instructional Materials Committee, who 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 committee. Such hearing shall be within 30 days of the committee secretary's 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 shall 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 citizen's request for reconsideration shall be open to the public. The complainant shall be allotted 20 minutes to state the rationale for reconsideration of instructional materials. Appropriate staff shall be allotted 20 minutes to state the rationale for continued use of the instructional materials. The complainant shall be allotted 10 minutes to respond to staff position. Staff shall be allotted 10 minutes to respond to complainant position. The committee shall consider all matters presented and give reasonable credit to such matters according to the weight to which they are reasonably entitled. After hearing the complainant and staff rationale and responses, the committee shall vote on the citizen's request. Decisions shall 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. Any appeal of a decision by the Instructional Materials Committee shall be made to the Board of Directors. The appeal hearing conducted by the Board of Directors shall be open to the public.

#### **Notification of Parents/Guardians Regarding Use of Texts**

Teachers in Grades 6-12 will notify parents/guardians regarding the use of texts; principals will review the class syllabus to ensure that approved texts are used.

The following statement will be included in the class syllabus for Grades 6-12:

Included in this class syllabus is a list of books and/or full length media materials that will be studied during this semester. It is possible that materials used during this course may be objectionable to some based on personal opinions, choices and/or religious beliefs. All books and full length media materials that are listed have been approved for this course by the West Valley School District's Instructional Materials Committee and the Board of Directors.

Teachers will notify parents ahead of time if other full length materials not listed will be used on a

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pilot basis in the class. This does not include short stories, poems, video clips, newspaper articles, songs or the like.

Please review the enclosed list of materials and notify the teacher if alternate materials and assignments are requested. Parents requesting alternate texts must fill out the required District Form 2020F-1 "Parent/Guardian Request for Alternative Instructional Materials."

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