Selection 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:

1st year	Social Studies & Music 1-6
2nd year	Mathematics, Industrial Arts 7-8, Home Economics 7-8
3rd year	Sciences/Health
4th year	Reading/Communications & Writing
5th year	English & Spelling
6th year	Physical Education
7th year	Special Programs

Instructional Materials Committee: Scope and Schedule

An instructional materials committee may be establish to monitor such procedures as may be necessary for the selecting, adopting, adapting and discarding of instructional materials owned and used by the district. When established, the team 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 team is to insure that materials are selected in conformance to stated criteria.
Members shall be appointed by the Superintendent or his/her designee. The Superintendent shall designate a member to serve as Chairperson.

Duties

The team, 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 submit a request of reconsideration of instructional materials in writing to the superintendent. A request to remove an item from the schools or limit its use will be acted upon by the team. 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 procedure. The district office shall provide such technical assistance as may be necessary to accomplish this.

INITIAL SELECTION

Texts may be initially selected by such certificated staff as the Superintendent may designate. Texts are major instructional materials for a given course.

Supplementary materials may be selected by certificated staff using such materials with the understanding that while such materials do not require item-by-item approval of an instructional materials team, they must be selected under the criteria detailed below and are subject to normal reconsideration procedures. Supplementary materials supplement the major text of a course and are held in five or fewer copies in a given classroom.

(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

Texts shall be approved by the school board.

Supplementary materials shall not require team or Board approval, but may require Principal / Superintendent approval.

ADOPTION

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

Supplementary materials shall not require Board adoption.

The following checklist is provided to help text selectors follow the above criteria. Selections which receive "fair" or "poor" ratings on any items should be avoided. If materials uniquely suited to an important purpose fail to meet the above criteria, they may be used in conjunction with countervailing materials.

Bias Content:

Presents more than one view-point of controversial issues	Excellent/Good/Fair/Poor/Not-App.
Presents minorities realistically	Excellent/Good/Fair/Poor/Not-App.
Includes contributions of minority authors	Excellent/Good/Fair/Poor/Not-App.
Presents non-stereotypic models	Excellent/Good/Fair/Poor/Not-App.
Facilitates the sharing of cultural differences	Excellent/Good/Fair/Poor/Not-App.
Promotes the positive nature of differences	Excellent/Good/Fair/Poor/Not-App.
Includes the contributions, inventions, or discoveries of minorities	Excellent/Good/Fair/Poor/Not-App.
Includes the contributions, inventions, or discoveries of women	Excellent/Good/Fair/Poor/Not-App.
Presents minorities in a manner that promotes ethnic pride	Excellent/Good/Fair/Poor/Not-App.
Facilitates an environment open to discovery and experimentation	Excellent/Good/Fair/Poor/Not-App.

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; and

D. Use tentatively selected materials according to pilot-use procedures.

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. **Texts** shall be removed from collections by team 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. The building Principal shall be notified in advance.

Citizens are invited to review any instructional materials in current use or proposed for district purchase. Such review may be accomplished at the school. 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.

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 submit in writing to the Superintendent requesting reconsideration of instructional materials. The Superintendent, or his/her designee, 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 team. Such hearing shall be within 30 days of receipt.

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 team to properly judge the request for reconsideration.

Hearings of a citizen's request for reconsideration shall be open to the public. The team shall consider all matters presented and give reasonable credit to such matters according to the weight to which they are reasonably entitled. Decisions shall be by majority vote of the team. Decisions of the team shall be delivered in writing first to the Superintendent and then to the complainant and affected staff within 10 days.

Reviewed: September 16, 2002
College Place School District No. 250