

Selection and Adoption of Instructional Materials

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 insure that materials are selected in conformance to stated criteria.

Instructional Materials: Definition

Instructional materials shall be defined as all printed, filmed or recorded materials furnished by the district for student use and/or included on students' reading lists. Instructional materials shall be categorized as follows:

Textbooks are defined as instructional materials meeting either of the following criteria:

1. Any instructional material held in six or more copies in a given classroom.
2. The major instructional material for a given course.

When a course is built around a collection of pamphlets, periodicals, etc., rather than a single text, the collection shall be considered a text.

Supplementary materials are defined as items supplementing the major text of a course and held in five or fewer copies in a given classroom.

Selection of Instructional Materials: Responsibilities

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

INITIAL SELECTION

Texts shall be initially selected by such certificated staff as the superintendent may designate.

Trial-use instructional materials of an experimental or 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. Materials ordered for preview may be evaluated by the certificated staff but may not be used in the classroom without the consent of the Superintendent.

Instructional materials furnished by the district shall be approved by the committee.

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.

Selection of Instructional Materials: Tasks and Timeline

<u>Tasks</u>	<u>Person Responsible</u>	<u>Time</u>
1. Identify text.	Committee or individual assigned by Superintendent	Anytime
2. Decide whether text should be immediately adopted or piloted. If it is to be piloted, complete pilot request form and send to the superintendent for his/her approval, otherwise follow steps below.	Text Selector	Anytime
3. Complete committee text adoption form; send it to committee.	Text Selector	Anytime—but committee action form must be delivered to the Committee Secretary the week before the meeting
4. Approve text.	Committee	Any meeting
6. Adopt texts.	Board	Board meeting
7. Notify requestor of Board action.	Committee Secretary	Immediately after Board decision

Textbooks can be approved at any committee meeting and sent for adoption at the next board meeting.

Criteria for Selection of Instructional Material:

Staff are expected to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the instructional program. Instructional materials selected shall include, but are not limited to, those which:

1. Enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served.
2. Stimulate student growth in conceptual thinking, factual knowledge, physical fitness, and literary and ethical standards.
3. Provide 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.
4. Contribute to the development of an understanding of the ethnic, cultural, and occupational diversity of American life.
5. Present objectively the concerns of and build upon the contributions, current and historical, of both genders, and members of the several specific religious, ethnic and cultural groups. The district recognizes that under certain conditions biased materials may represent appropriate resources in presenting contrasting and differing points of view.
6. Provide models which may be used as a vehicle for the development of self-respect, ethnic pride and

appreciation of cultural differences, based on respect for the worth, dignity, and personal values of every individual.

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:

Excellent Good Fair Poor Not-App.

1. Presents more than one viewpoint of controversial issues.
2. Presents minorities realistically.
3. Includes contributions of minority authors.
4. Presents nonstereotypic models.
5. Facilitates the sharing of cultural differences.
6. Promotes the positive nature of differences.
7. Includes the contributions, inventions, or discoveries of minorities.
8. Includes the contributions, inventions, or discoveries of women.
9. Presents minorities in a manner that promotes ethnic pride.
10. Facilitates an environment open to discovery and experimentation.

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

1. Read reviews in the professional periodicals through the curriculum office, state superintendent of public instruction, etc.
2. Review copies of other available texts. The district curriculum office will order samples on request.
3. Check the reading level of the text through use of a standard readability formula.
4. Use tentatively selected materials according to pilot-use procedures.
5. Fill out forms, etc.

Criteria for the Selection and Use of Commercial Films* in Classrooms

The Woodland School District supports the use of commercial films* or parts of commercial films in classrooms when those films meet the following criteria:

- There is a clear, direct connection between the content of the film and the stated course curriculum.
 - The film is a demonstrably effective and efficient method for teaching concepts that are within the course curriculum and/or identified in the OSPI Grade Level Expectations in the subject area.
 - The film's language and content are appropriate for the audience viewing it. **The Woodland standard in K-6 classrooms is a "G" rating. The standard in 7-12 classrooms is a "PG" rating.**
- Controversial films within these ratings, films that do not comply with these ratings, and unrated films must be approved in writing by building administration prior to being shown using form 2020 F2. The building administration may refer any request to the Instructional Materials Committee for review, may require a parental permission slip be obtained for students to see the film or may decline to approve the request.
- The teacher using the film is thoroughly familiar with its content, and will use only the parts or sections of the film that support the curriculum of the class.
 - Parents are informed in advance of films to be shown in class, and are given the option of alternate assignments when requested. Alternate assignments are to be of equal difficulty and credit with the film assignments.
 - The showing complies with all copyright regulations.

Teachers who wish to show a commercial film for entertainment purposes must have approval of building administration using for 2020 F2 prior to doing so. The district does not encourage this use of commercial films.

*"Commercial Films" refers to movies originally released in theaters, made for TV movies and edited versions of the same. It does **not** refer to instructional films made for use in public school classrooms, such as those available from the ESD 112 library.

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:

Instructional materials furnished by the district shall be removed from collections by the committee based on the criteria for selection in this procedure and on the availability of suitable replacement materials.

Citizens 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 curriculum office. 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:

1. A variety of learning materials will be available for immediate perusal at any time in the curriculum office.
2. Displays of learning materials may be provided in schools during P.T.S.A. meetings, parent-teacher conferences and public meeting during the school year.

A citizen 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 curriculum office. The complainant will deliver the completed request form to the instructional materials committee secretary, who will take the following steps to assure timely consideration of requests:

1. 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.

2. 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.
3. 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 committee 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 committee. Decisions of the committee shall be delivered in writing to the complainant and affected staff within 10 days.

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 judgement 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 depreciating value of the materials. Instructional materials that do not meet current district standards for subject content, gender balance, ethnic content or are not repairable may be declared obsolete by the superintendent and disposed of per district policy.

Any donated instructional materials or materials to be placed in the library for use of the students from other than school suppliers, shall be approved by the Instructional Materials Committee.