



## INSTRUCTION

### Curriculum Development and Adoption of Instructional Materials

The curriculum of the Enumclaw School District shall be reviewed on a regular basis. The following elements of a curricular area will be studied:

1. The appropriateness of the objectives in relation to district goals,
2. The materials and /or equipment,
3. The results as determined by local and state tests

### 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 Committee

#### A. Organization

1. This committee shall consist of high school and middle school department heads, three elementary teacher representatives, and principals from all levels.
2. The director of curriculum, instruction and assessment will chair the Instructional Materials Committee.

#### B. Meetings

1. Committee meetings will be held on a schedule to be set by the director of curriculum, instruction and assessment.
2. Special meetings may be called by the director of curriculum, instruction and assessment if necessary.

#### C. Minutes

1. The minutes of the Instructional Materials Committee shall be maintained by the chair.
2. The minutes shall be include, but not be limited to, official actions.
3. Minutes shall be included as information in the Board of Directors' agenda and made available on request to all schools, departments and the general public.

### Selection and Adoption of Instructional Materials

- A. 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.
- B. Teachers shall use board-approved textbooks or have approval for a variance from the principal, appropriate department chairperson and the director of curriculum, instruction and assessment before implementation.
- C. In order to assure equal access to the educational opportunities, the district shall provide textbooks and other nonconsumable instructional materials to the student on a loan basis. These instructional materials shall be reviewed for replacement on a regular basis in order to ensure up-to-date materials in a usable condition consistent with the he district's fiscal circumstances.

### Initial Selection

Texts shall be initially selected by such certificated staff as the superintendent may designate. Supplementary 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 reconsideration procedures. 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 committee. Supplementary materials shall not require committee 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 responsibility for the selection of instructional materials other than text books (books, audio-visual and other resource materials) for a learning resource center is vested in the school librarian subject to approval of the school principal. In the case of challenged material, Policy 2020 will prevail with final approval vested in the Board of Directors.

Instructional materials selected shall include, but are not limited to, those which:

- A. Enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests and maturity levels of the students served.

- B. Stimulate student growth in conceptual thinking, factual knowledge, physical fitness and literary and ethical standards.
- C. Provide sufficient variety so as to present opposing views of controversial issues in order that students may develop the skills of critical analysis and informed decision making.
- D. Contribute to the development of an understanding of the ethnic, cultural and occupational diversity of American life.
- E. Present objectively the concerns of and build upon the contributions, current and historical, of both sexes, and members of 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.
- F. Instructional materials shall place principles and fact above personal opinion and reason above prejudice in order to assure a comprehensive collection appropriate for the users.

#### Instructional Materials Pilot

- A. A request for a pilot of instructional materials may be initiated by staff member(s), parents(s), patron(s) or student(s).
  - 1. The request shall be submitted to the building principal on the form, "Request for Instructional Materials Pilot" (Addendum #1).
  - 2. The principal shall forward the form to the director of curriculum, instruction and assessment for further action.
- B. The director of curriculum, instruction and assessment shall present instructional materials pilot requests and plans to the Instructional Materials Committee.
- C. The superintendent and board shall be informed of planned instructional materials pilot projects.

#### Availability and Examination

- A. The public shall have access to the instructional materials in use, or which will be used, as follows:
  - 1. A copy of all adopted textbooks, curriculum guides and student learning objectives shall be available to the public at the appropriate school building.
    - a. A copy of all textbooks proposed for consideration by the Instructional Materials Committee shall be made available for public review at the district at least two weeks before consideration by the Instructional Materials Committee.

- b. Professional instructional materials reviewed in the district shall be made available to the public at the district office.
2. Instructional materials may be reviewed at the school location where such materials are used.
    - a. The review shall not be disruptive to the educational program.
    - b. The principal shall determine how the specified instructional materials shall be made available within a reasonable length of time.
    - c. Test materials shall not be reviewed in advance of the examination.

### Challenge Materials

The following procedures are established for consideration of challenged instructional materials:

- A. The complainant(s) shall first discuss the problem with the certificated staff member involved.
- B. If an understanding is not reached, the complainant(s) may submit to the principal a signed statement. Staff member(s) shall respond to the complaint. The principal shall send informational copies of the complaint and the staff member's response to the complainant, department chairperson when appropriate and the Instructional Materials Committee through the director of curriculum, instruction and assessment.
  1. If the challenge is directed against district-adopted instructional material, the director of curriculum, instruction and assessment shall respond. If the response of the director of curriculum, instruction and assessment does not resolve the problem, a conference, including the Instructional Materials Committee and the complainant, shall be held.
  2. If the challenge is directed against books or materials used at the building level, the principal shall respond. If the response of the principal does not resolve the problem, a conference, including the certificated staff member, department chairperson, the principal and the complainant(s), shall be held.
- C. If the conference mentioned in 1 or 2 above does not resolve the problem, an appeal by any involved person may be made to the superintendent. A copy of the appeal and the superintendent's response shall be sent to the Board of Directors. The superintendent may call the Instructional Materials Committee to review nonadopted materials.
- D. If the problem is not resolved in C above, further appeal may be made by an involved party made to the Board of Directors.