

## **INSTRUCTION**

### Selection and Adoption of Instructional Materials

The Board of Directors is legally responsible for the selection of all instructional materials used in the School District. Basic instructional materials shall be adopted by the Board prior to their use in schools except for trial-use texts of a pilot nature. The responsibility for preparing all student reading lists and for examining, evaluating and selecting all supplementary materials is delegated to the professional staff of the School District. All instructional materials shall be selected in conformance with:

1. Applicable state and federal laws.
2. The stated goals and objectives of the school district and the particular course.
3. Procedures in accordance with the policies established by the School Board in regard to the Instructional Materials Policy.

### District Curricular Advisory Committees (Serving as the Instructional Materials Committee)

The committee shall consist of representatives of the District professional staff, including representatives from District curriculum development committees and other members, which may include diverse community representation as deemed appropriate by the Superintendent.

### Selection Process

The superintendent shall develop regulations and procedures for the evaluation of instructional materials and their recommendation to the School Board for adoption. Instructional materials, such as textbooks, should not drive the school curriculum. It is expected that each teacher or team or department, as appropriate, will first carefully design course standards and goals, which reflect the District and State standards, if available. These course standards will then be utilized in the selection of curricular materials. The overall process shall include:

1. Review at the building level by a representative committee including appropriate teaching staff, parents, and building administration.
2. Review and recommendation concurred by the Assistant Superintendent for Elementary or Secondary Education and the appropriate Curricular Advisory Committee.
3. Review and approval by the Associate Superintendent for Curriculum and Instruction.
4. Adoption by the Board of Directors.

Criteria for the Selection of Instructional Materials: The Primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. To the greatest extent possible, instructional materials selected shall include, but are not limited to, those which:

1. Enrich and support the curriculum, taking into account 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 standards.
3. 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.
4. Eliminate in all textbooks and instructional materials, including reference materials and audio-visual materials, bias pertaining to sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal.

Citizen’s 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 make the complaint in accordance with Board Policy 2310 and related procedures (Regulation 2310.2).

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 members of the School Board, the best interests of the school district will be served by such a decision. Each building administrator 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.

School 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, gender balance, ethnic content or are irreparable may be declared obsolete by the Superintendent or designee. Disposal of materials will occur in a manner prescribed by law.

Legal Reference:	RCW <a href="#">28A.320.230</a>	Instructional Materials— Instructional Materials Committee
	RCW <a href="#">28A.150.230</a>	Basic Education Act of 1977
	RCW <a href="#">28A.640</a>	Sexual Equality Mandated for Public Schools

Policy No. 2311  
Selection and Adoption of Instructional Materials – Continued

RCW [28A.642](#)      Discrimination Prohibition  
WAC [392-190-055](#)      Textbooks and Instructional Materials –  
Scope – Elimination of Bias

Adopted: February 14, 1996  
Revised: September 27, 2006  
Revised: July 16, 2014