

## INSTRUCTION

### **Selection and Adoption of Instructional Materials**

#### **1. Curriculum Advisory Committee: Scope and Schedule**

- a. One function of the Curriculum Advisory Committee will be to monitor such procedures as may be necessary for the selecting and adopting of instructional materials owned and used by the School District. The associate superintendent, curriculum will act upon requests for text (instructional materials) approval and will make recommendation to the School Board regarding adoption. The associate superintendent will refer potentially sensitive or controversial materials to the Curriculum Advisory Committee for review. The function of the Curriculum Advisory Committee is to ensure that materials are selected in conformance to stated criteria.
- b. The instructional materials committee will establish screening criteria to identify and eliminate bias based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression or identity, disability or the use of a trained dog guide or service animal. Regular meetings will be held as needed on a schedule to be set by the chair at the beginning of each school year. Special meetings may be called by the facilitator if necessary.

#### **2. Instructional Materials: Definition**

Instructional materials shall be defined as all printed, filmed, recorded, or software materials furnished by the District for student use and/or included on students' reading lists. **NOTE:** The selection process will include the elimination of 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 use of a trained dog guide as service animal in all textbooks and instructional materials, including reference and audio-visual materials. In recognition of the fact that current instructional materials which contain bias may not be replaced immediately, each school should acquire supplemental instructional materials or aids (using the adoption process) to be used concurrent with existing materials for the purpose of countering the sex bias content thereof. Instructional materials shall be categorized as follows:

- a. **Textbooks** are defined as instructional materials meeting either of the following criteria:
  - (1) The major instructional material for a given course.
  - (2) When a course is built around a collection of pamphlets, periodicals, software programs, etc., rather than a single text, the collection shall be considered a text.

- b. **Software/Web-Based Programs** (defined as instructional materials if they meet either of the following criteria):
- (1) The major instructional material for a given course.
  - (2) When a course is built around a collection of software or web-based programs, rather than a single program, the collection shall be considered instructional material.

**NOTE: Software/Web-Based Programs** must be preapproved by the District Information Technology Department before you proceed with the other materials adoption requirements. Complete Form F-4 and send to the Associate Superintendent, Curriculum, Administration Building.

**NOTE:** The selection process will include the elimination of bias in all textbooks and instructional materials, including reference and audio-visual materials. In recognition of the fact that current instructional materials which contain bias may not be replaced immediately, each school should acquire supplemental instructional materials or aids (using the adoption process) to be used concurrent with existing materials for the purpose of countering the bias content thereof.

- c. **Supplemental Materials** (less than five copies)
- d. **Supplemental Materials** (five or more copies)
- e. **Sensitive Health and/or Home and Family Life Materials**
- f. **Library Materials**

### 3. **Procedures for Selection and Adoption of Instructional Materials: Responsibilities**

Building principals are responsible for ensuring the continuing familiarity of their certificated staff members with the requirements of the policy and procedures. The curriculum department shall provide such technical assistance as may be necessary to accomplish this.

- a. **Initial (Selection)**  
(To assist in the selection process, see the NEW Course Approval and Curriculum ADOPTION Guide.) The Guideline Notebook is located in each building's office and library.

**Texts: (Instructional Materials)** The initial selection of texts will be made at the building level by teams involving teachers, parents/community members, and administration. At least two parents/community members (parents may not be

employed by Kennewick School District in any capacity) and two teachers from the selection team will complete an Instructional Materials Recommendation Form (F2-2311) which will be attached to the Instructional Material Review Cover Page Form (F1-2311) and submitted for approval. Copies of the selected materials are to be made available at the building site or at the administration center for open inspection by parents and the general public for a period of ten school business days. Copies of the Public Comments Form (F3-2311) are to be made available during this open inspection period. Reasonable attempts will be made to notify parents of this opportunity. Additionally, a media request form is to be completed and sent to the Public Information Department at the district administration center. A media release will then be prepared by the Public Information Department and sent to the newspaper to advertise the open inspection period.

**Software/Web-Based Programs: (Instructional Materials)** The initial selection of software will be made at the building level by teams involving teachers, parents/community members, and administration. At least two parents/community members (parents may not be employed by Kennewick School District in any capacity) and two teachers from the selection team will complete an Instructional Materials Recommendation Form (F2 2311) which will be attached to the Instructional Material Review Cover Page Form (F1-2311) and submitted for approval. Copies of the selected materials are to be made available at the building site for open inspection by parents for a period of ten school business days. Copies of the Public Comments Form (F3-2311) are to be made available during this open inspection period. Reasonable attempts will be made to notify parents of this opportunity. **NOTE: Software/Web-Based Programs** must be preapproved by the District Information Technology Department before you proceed with the other materials adoption requirements. Complete Form F-4 and send to Curriculum Department, c/o Associate Superintendent, Administration Building.

**Supplemental Materials:** (Less than five copies) The responsibility for selecting supplemental materials is delegated to all certificated staff members using such materials with the understanding that while such materials do not require item-by-item approval by the district curriculum advisory committee (CAC), they are subject to normal reconsideration and challenge procedures.

**Supplemental Materials:** (Five or more copies) The initial selection of materials will be made at the building level by teams involving teachers, parent/committee members and administrators. At least two parents/community members (parents may not be employed by Kennewick School District in any capacity) and two teachers from the selection team will complete an Instructional Materials Recommendation Form (F2 2311) which will be attached to the Instructional Material Review Cover Page Form (F1 2311) and shall be submitted to the curriculum department for approval. **NOTE:** If the supplemental materials are required reading and not available as a choice only, full adoption procedures as explained in **3(a) Texts** must be followed.

**Library Materials:** The responsibility for selecting library materials is delegated to the librarian serving the building library.

b. **Approval**

**Texts: (Instructional Materials)** Recommendation and approval from the appropriate district curriculum advisory committee (CAC) will be obtained prior to submittal to the associate superintendent, curriculum for approval. The School Board shall adopt all texts (instructional materials). **Note:** Trial use of texts of a pilot nature may be authorized for use by the superintendent or designee for use not to exceed one (1) year. *After one year, as a pilot, the use of the text must either be terminated or undergo the complete adoption process.*

**Software/Web-Based Programs: (Instructional Materials)**

Recommendation and approval from the appropriate district curriculum advisory committee (CAC) will be obtained prior to submittal to the Associate Superintendent, curriculum for approval. **Note:** Trial use of software of a pilot nature may be authorized for use by the superintendent or designee for use not to exceed one (1) year. *After one year, as a pilot, the use of the software must either be terminated or undergo the complete adoption process.*

**Supplemental Materials:** (Less than five copies) Supplemental materials purchased in numbers less than five copies shall not require the district curriculum advisory committee (CAC) approval but are subject to normal reconsideration and challenge procedures.

**Supplemental Materials:** (Five or more copies) Supplemental materials purchased or used in numbers greater than five shall be approved by a building committee consisting of at least two teachers, two parents, and an administrator. At least two parents/community members (parents may not be employed by Kennewick School District in any capacity) and two teachers from the selection team will complete an Instructional Materials Recommendation Form (F2 2311) which will be attached to the Instructional Material Review Cover Page Form (F1 2311) and submitted to the associate superintendent, curriculum, for approval. A copy of the supplemental materials will also accompany the forms. These materials are subject to normal reconsideration and challenge procedures. **NOTE:** If the supplemental materials are required reading and not available as a choice-only, full adoption procedures as explained in **3(a) Texts** must be followed.

**Sensitive Health and Home & Family Life Materials:** Health and/or Home and Family Life education materials of a sensitive or controversial nature must be approved by the AIDS and Sexuality Citizens' Advisory Committee.

**Library Materials:** Library materials shall be selected according to the guidelines listed for library materials in this regulation.

c. **Adoption**

**Texts: (Instructional Materials)** The Board of Directors shall adopt all texts prior to their use in the classroom. Texts selected previous to this policy are exempt from this requirement. When reordering previously adopted materials, if the copyright date of the originally-adopted material is ten (10) years old or more, the complete adoption process must be followed as stated in Board Policy #2311.

**Software/Web-Based Programs: (Instructional Materials)** The Board of Directors shall adopt all software prior to use in the classroom. Software selected previous to this policy is exempt from this requirement. When reordering previously adopted software, if the copyright date of the originally-adopted material is ten (10) years old or more, the complete adoption process must be followed as stated in Board Policy #2311.

**Supplemental Materials** (Less than five copies) Supplemental materials purchased in numbers less than five copies shall not require Board adoption but are subject to normal reconsideration and challenge procedures.

**Supplemental Materials:** (Five or more copies) Supplemental materials used in numbers greater than five copies will be reviewed by the associate superintendent, curriculum, and will be presented to the Board for approval. **NOTE:** If the supplemental materials are required reading and not available as a choice-only, full adoption procedures as explained in **3(a) Texts** must be followed.

**Library Materials:** Library materials shall not require board adoption but they must meet guidelines as stated in Section 4 Selection of Library Material.

4. **Site/Professional Staff**

- a. Secondary teachers will prepare, have available for community members, and distribute to students/parents course descriptions, which describe curriculum goals and list instructional materials, regardless of medium (and options where appropriate).
- b. In the event a student or parent objects to a required reading assignment, teachers will work with the student and/or parents to determine an appropriate alternate to the required reading assignment.

## 5. Selection of Library Materials

The library shall serve the instructional program of the school as the resource center for print and nonprint materials for student and teacher use.

The librarian, because of specialized training, is uniquely equipped to:

- a. Organize the library materials so teachers and students may quickly ascertain what is available and secure it for use.
- b. Serve as a resource person to the principal and the teaching staff in the development and implementation of a library skills program having scope and sequence to meet the current learning needs of students.
- c. Finalize requests from teachers and students for materials to complement the instructional program.
- d. See that there is a balance in the library collection that will meet the requirements of good library practice. This will mean that many requests will be originated by the librarian.
- e. Be involved in the development, evaluation and improvement of the instructional program as a regular staff member.

All selections and requests shall be made under the responsibility and with the concurrence of the building principal. The selection of library books and materials shall be guided by the following high principles expressed in the American Association of School Librarians School Library Bill of Rights:

"School libraries are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end the responsibility of the school library is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.

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4. To provide material on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
5. To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage.
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality for the users of the library."

In selecting from the hundreds of thousands of books that have been published, including several thousand new titles each year, the school librarian shall solicit suggestions from teachers and shall welcome suggestions from pupils and others in the community. Items selected shall satisfy most of the following criteria:

- Is the book needed by this school?
- Is it the best of its kind available?
- Does it fit into or enrich the instruction program?
- Are its substance and format suitable for the grade(s) for which it is to be used?
- Does it have literary merit?
- Will it appeal to the children or youth for whom it is intended?
- Does it appear on one or more of the approved lists of accepted reviewing media?
- Does it fulfill the responsibility of the school library as expressed in the School Library Bill of Rights?

The library stands for the freedom of communication, for the freedom of intellectual activity and for the freedom of thought. It strives to provide an opportunity for the students and teachers to gain information and the various points of view on controversial issues. The major areas of controversial materials are race, politics, religion, literature and economics. In selecting materials on any of the above areas, the following criteria are to be given consideration:

- a. The materials on controversial issues should be representative of a rational point of view and a sincere effort should be made to select equally representative materials covering contrasting points of view.
- b. The material does not unfairly, inaccurately, or viciously disparage a particular race or religion. A writer's expression of a certain viewpoint is not to be considered a disparagement when it represents the historical or contemporary views held by some persons or groups.
- c. The materials on religion are chosen to explain rather than convince and are selected to represent the field as widely as necessary for the school purposes.

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- d. The selection of materials on political theories and ideologies, or on public issues, is directed toward maintaining a balanced collection representing various views.
- e. Materials on physiology, physical maturation or personal hygiene should be accurate and in good taste.
- f. Materials should be selected for their strengths rather than rejected for their weaknesses.

The library welcomes books and other resource materials from individuals and organizations but reserves the right to refuse unsuitable materials. The materials to be acceptable must meet the same high standards and criteria established for the selection of all library materials.

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