Curriculum Development and Adoption of Instructional Materials

Instructional Materials Committee: Scope and Schedule

The instructional materials committee **(IMC)** 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~~ **IMC** is to insure that materials are selected in conformance to stated criteria. ~~Regular committee m~~**M**eetings will be held **as needed** ~~at least every other month on a schedule to be set~~ by the ~~committee~~ **IMC** chairman ~~at the beginning of each school year. Special meetings may be called if necessary~~.

Instructional Materials Committee Membership

Th~~eis~~ ~~committee~~ **IMC** shall consist of the ~~curriculum director~~ **Teaching and Learning administrator**, librarian, and a parent and teacher representative from each building.

Members shall be appointed by the superintendent **or designee**. The ~~curriculum director~~ **Teaching and Learning administrator** will serve as chairman and the librarian will serve as the secretary.

Duties

The ~~committee~~ **IMC**, with the approval of the superintendent or designee, 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 use the form for requesting reconsideration of instructional materials. These forms are available in the district office. A request to remove an item from the schools or limit its use will be acted upon by the ~~committee~~ **IMC**. 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 of this policy and procedure. The district office shall provide such technical assistance as may be necessary to accomplish this.

Initial Selection

Texts **and supplemental materials** shall be initially selected by such certificated staff as the superintendent or designee may appoint. Texts are major instructional materials for a given course. **Supplemental materials are supporting materials used in support of the texts, additional sets of books (more than five copies) and other classroom wide materials used by the teacher to support the texts.**

~~Supplementary~~ **Enrichment** materials **are copies of books (five or less copies) and other auxiliary materials to support the lessons, and** 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~~ **IMC**, they must be selected under the criteria detailed below and are subject to

normal reconsideration procedures. ~~Supplementary~~ **Enrichment** materials ~~supplement~~ **support** 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 or designee for a period of no more than one school year prior to board approval for general use throughout the district).

Approval

Texts **and supplemental materials** shall be approved by the committee **before being recommended to the Board for approval**. ~~Supplementary~~ **Enrichment** materials shall not require ~~committee~~ **IMC** approval **and only require the teacher and principal approval**.

Adoption

Texts **and supplemental materials** shall be adopted by the board prior to their use in classrooms. Texts **and supplemental materials** selected previously are exempt from this requirement.

~~Supplementary~~ **Enrichment** materials shall not require board adoption.

The secretary for ~~curriculum and instruction~~ **Teaching and Learning** will provide department heads, principals, and program developers with copies of the ~~committee~~ **IMC**'s meeting schedule at the beginning of each school year.

Tasks And Time Lines

Textbooks can be approved at any scheduled ~~committee~~ **IMC** meeting ~~and sent for adoption at the next board meeting~~. **Recommended instructional materials will be presented to the school Board at a workshop meeting for review prior to the Board meeting where approval will be requested.** Requests to deviate from this timeline should be forwarded to the secretary for ~~curriculum and instruction~~ **Teaching and Learning**.

District curriculum adoption review forms for texts and supplementary materials are available from the ~~curriculum and instruction~~ **Teaching and Learning administrator** to help text selectors follow the above criteria. Selections which receive "fair" or "poor" ratings on any items should be avoided.

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 or designee 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 the ~~committee~~ **IMC** 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.

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.

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 office. The complainant will deliver the completed request form to the instructional materials secretary for curriculum and instruction, who will work with the ~~district curriculum director~~ **Teaching and Learning administrator** to take the following steps to assure timely consideration of requests:

A. 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 secretary's receipt of the completed request form.

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 ~~committee~~ **IMC** to properly judge the request for reconsideration.

Hearings of a citizen's request for reconsideration shall be open to the public. The ~~committee~~ **IMC** 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~~ **IMC**. Decisions of the ~~committee~~ **IMC** shall be delivered in writing to the complainant and affected staff within 10 days.

Date: June 26th, 2007, Revised TBD