



## **Instruction – Series 2000**

### **Curriculum Development and Adoption of Instructional Materials – 2020P**

The curriculum and instructional materials of the District shall be reviewed on a regular basis.

#### **Instructional Advisory Committee (IAC): Scope and Schedule**

The IAC is formed to establish and monitor such procedures as may be necessary for the selecting and adopting of instructional materials owned and used by the district. The committee will act upon requests for resource approval 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.

Regular committee meetings will be held on a schedule to be set at the beginning of each school year. Special meetings may be called by the committee chair if necessary.

#### **IAC Membership**

This committee shall consist of: classroom teachers, specialists, principals and parents/community members. Each building will be represented by a teacher. Each level will be represented by an administrator. Each high school feeder area will be represented by one parent/community member.

Members shall be appointed by the superintendent or designee.

#### **Term of Office**

The chair will be a permanent member of the committee. Other members shall have three-year terms on a rotating basis. Temporary appointments of one year or less may be made to fill vacancies.

#### **Duties**

The committee, with the approval of the Superintendent or designee, shall establish and monitor such procedures as may be necessary for the group to function in an efficient manner.

## **Citizens Participation in the Instructional Materials Process**

Should a citizen wish to make a formal protest regarding specific core materials 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. 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 or designee 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 this policy and procedure. The District office shall provide such technical assistance as may be necessary to accomplish this.

### **Initial Selection**

**Core materials** shall be initially selected by such certificated staff as the Superintendent or designee determine.

**Supplementary materials and other core 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. Supplementary materials supplement the major resources of a course.

(Trial-use resources 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).

### **Criteria for Selection of Instructional Materials**

Staff shall rely on reason, professional judgment, and evidence of effectiveness (when available) in the selection of materials of high quality. Instructional materials selected shall include, but are not limited to, those which:

- A. Enhance and support the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of students.
- B. Stimulate student growth in conceptual thinking and factual knowledge in varied content areas.
- 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 of, current and historical, of 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. 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.

### **Approval**

**Core materials** shall be approved by the Instructional Advisory Committee. **Supplementary materials** shall not require committee approval.

### **Adoption**

**Core materials** shall be adopted by the Board prior to their formal use in classrooms.

**Supplementary materials** shall not require Board adoption. The principal, in consultation with the Superintendent or designee, is responsible to monitor and respond to concerns regarding use of supplemental materials.

The Superintendent or designee will provide department heads, principals, and program developers with copies of the committee meeting schedule at the beginning of each school year.

### **Tasks and Time Lines**

Instructional resources can be recommended for approval at any IAC committee meeting and sent for adoption at the next board meeting.

Criteria for selection of materials are developed with selection committees and include at the very least; organization of materials, match to state, district, or national standards as appropriate, readability, supplemental resources, technology tools, assessment tools, and resources to meet varied instructional needs of students.

Specifically, the Instructional Advisory Committee is charged with ensuring that materials adopted by The Peninsula School District do not discriminate on the basis of sex, race, creed, religion, color, national origin, age, 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 dog guide or service animal by a person with a disability in its programs and activities, except where such materials in certain conditions are used expressly for teaching about bias, racism, injustice, or intolerance. Novels in English classes and primary documents and images in social studies classes are examples of certain conditions where use of biased materials might be acceptable as a way of deepening student understanding.

## **Conditions for Loan and Sale of Instructional Materials**

Instructional materials may be made available at no charge 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.

Citizens are invited to review any instructional materials in current use or proposed for District purchase. Such review may be accomplished in schools or in the District 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 the selection in mind. The following activities will be employed to help parents and community members become familiar with instructional materials:

- A. A variety of learning materials will be available for immediate perusal at any time in the Learning & Teaching Department.
- B. A parent or community member 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 Academic Officer for Learning & Teaching, who will take the following steps to assure timely consideration of requests:
  - C. Set a time and place for an open hearing of the complaint by the IAC. Such hearing shall be in a timely manner that allows IAC members to become familiar with the materials in question.
  - D. 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 for the parent and teacher using the materials to present relevant information, oral and/or written. Oral presentation should not exceed 15 minutes followed by 15 minutes for questions and discussion.
  - E. 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.
  - F. 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.

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