

## **Curriculum Development and Adoption of Core Instructional Materials**

The curriculum of the district shall be reviewed on a regular basis subject to budgetary limitations.

### **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 core instructional materials owned and used by the district. The committee will act upon requests for text/materials 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.

Regular committee meetings will be held on an as needed basis. All meetings will be arranged through the IMC chairperson. The district will be responsible for arranging release time for committee members when appropriate. Special meetings may be called by the committee chairman if necessary.

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

### **Instructional Materials Committee Membership**

This committee shall consist of 16 voting members and a non-voting chairperson

- a) Depending on availability and materials under consideration, the composition of professional staff may vary. Preferably, the professional staff will consist of eight subject area professional staff members to include two elementary, two middle school, and two high school members at all times:

1 Math/Science	1 Social Studies/Humanities
1 Health and P.E.	1 Language Arts/Humanities
1 Career and Tech Education	1 Special Education
1 Guidance and Counseling	1 Art/Music

- b) Three Library Media Specialists – one elementary, one middle school and one high school.
- c) Five community members appointed by the Superintendent.
- d) The Superintendent shall appoint the non-voting chairperson.

### **Term of Office**

The chairman is appointed annually by the Superintendent. Other members shall have two-year terms. Temporary appointments of one year or less may be made to fill vacancies.

### **Duties**

The committee, with the approval of the Superintendent, 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. 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 of Core Instructional Materials for Instructional Materials Committee**

**Texts/materials** 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. Supplementary materials supplement the major text of a course and are held in five or fewer copies in a given classroom.

(Field test materials 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/materials shall be recommended by the committee. Supplementary materials shall not require committee recommendation.

### **Adoption**

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

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

### **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/materials shall be removed from schools as they are replaced during the adoption cycle based on the criteria for selection in this procedure.
- B. Supplementary materials shall be removed from collections at the discretion of individual certificated staff holding such collections.

Citizens are invited to review any instructional materials in current use or proposed for district purchase. 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. To help citizens become familiar with instructional materials, once materials are recommended for adoption, they are placed on public display for a period of two weeks prior to board action.

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 curriculum office. The complainant will deliver the completed request form to the instructional materials committee secretary, who will 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 committee 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 to properly judge the request for reconsideration.

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.

Materials under re-evaluation shall remain in use in the school system until the challenge process has been completed.

**Date: 10.15.98; 05.20.11**