

## PROCEDURE 2310: SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIAL

### Instructional Material: Definition

Instructional material shall be defined as all print, film, computer software, digital resources or recorded material furnished by the district for student use and/or included on student reading lists. Instructional material shall be categorized as follows:

1. Core Instructional Material (print or non-print) support the instructional focus of a curriculum area and are selected through a process as the primary teaching and learning resources used in working to meet state and district standards. When a course is developed through the use of a collection of novels, pamphlets, periodicals, etc., rather than a single text, the collection shall be considered as core instructional material that will be used repeatedly from year to year.
2. Digital Resources (software and online resources) meet the criteria above and must be supportable by the Bainbridge Island Instructional Technology department in order to be considered for review by the IMC.
3. Supplementary Instructional Materials are categorized as material not used as the major instructional material for a given course. Supplementary instructional materials are selected in addition to the basic requirements of a given course for organization, content, skill acquisition, and concept development.
4. Sensitive or Controversial Materials in a classroom are instructional materials that give rise to perspectives on a subject which are in conflict with the interest, economic, social, or religious beliefs, group affiliations, or political expectations of a segment of the community. Controversial issues provide stimulation to learning by stirring intellectual excitement and are thus an integral part of the normal classroom environment. Free inquiry in a democratic society requires that controversial issues arising in the normal classroom situation be handled as a regular aspect of instruction and learning in such a way as to not inhibit the dignity, the personality, or the intellectuality of either the teachers or the students. Note guidelines outlined in district policy 2331P. It is highly recommended that staff make every reasonable effort to notify parents in advance of the use of potentially sensitive or controversial material. If parents request alternative assignments or ask that their student be allowed to refrain from viewing or participating in the presentation of a sensitive or controversial material staff shall make every reasonable effort to accommodate them. Only basic instructional material is subject to this rule.
5. Library Resource Material is categorized as a collection of instructional material processed through the library resource center for use by either students or faculty. Library resource material is selected to implement, enrich and support the instructional program

of the district schools by providing for student and faculty use as a comprehensive collection of resource material.

6. Student Reading Lists are categorized as lists of resource instructional material used by students in a given course in addition to the core instructional material and other approved supplementary instructional material. Student reading lists may be required or optional and are developed to enrich and support the core requirements of a given course.

#### Instructional Material: Selection Process

The building principals are responsible for insuring the continuing familiarity of their certificated staff members with requirements of this policy and shall determine whether instructional material should be categorized as core, supplemental, or resource, subject to review by the Associate Superintendent of Curriculum and Instruction (ASCI).

The processes for selection of the six categories of instructional material follow:

1. Core Instructional Material: Staff members designated by the ASCI will make the initial selection of basic instructional material. The recommended material shall be submitted to the Instructional Materials Committee (IMC) for review and approval before adoption by the school board. Trial use of basic instructional material of an experimental pilot nature may be authorized by the ASCI for a period of no more than one school year prior to school board approval for general use throughout the district. Approval is required for all core material. See process for adoption of core materials (Exhibit 2310). Instructional tools used in the classroom such as microscopes, calculators, globes, wall maps, dictionaries etc. are not required to go through an adoption procedure.
2. Digital Resources: The responsibility for selection of digital resources is delegated to all certified staff members using such materials with the understanding that while such materials do not require item-by-item approval by the district's IMC, the building principal is to be advised of the materials requested and must be supportable by the Bainbridge Island Instructional Technology department. The material must be selected based on the criteria stated in this policy and subject to reconsideration in accordance with district policy.

In addition the use of streaming video or film media will follow these in-building guidelines (using the Request for Video Streaming and DVD Supplemental Instructional Material form):

- All videos/DVD's shown to students must be previewed in their entirety.
- Only "G" and "PG" rated films may be shown to K-6 students.
- Only "G" and "PG" videos/DVD's may be shown to students in grades 7-8.
  - In selected cases, "PG-13 or non-rated may be shown to students in grades 7-8, if approved by the school administrator.
- "G", "PG" and "PG-13" video/DVD may be shown to students in grades 9-12.
- No "NC-17" or "X" rated videos may be shown to any student.
  - In selected classes "R" videos/DVD's may be shown to students in grades 9-12 if approved by the school administrator and approved in writing by the parent.

3. Supplementary Instructional Material: The responsibility for selection of supplementary instructional material is delegated to all certified staff members using such materials with the understanding that while such materials do not require item-by-item approval by the district's IMC, the building principal is to be advised of the materials requested. The material must be selected based on the criteria stated in this policy and subject to reconsideration in accordance with district policy.
4. Sensitive or Controversial Material: The responsibility for approval of sensitive or controversial materials should be carefully evaluated through the IMC review process for literary merit, relevant and meaningful curriculum objectives, and appropriateness for the age of intended students.
5. Library Resource Material: The responsibility for selecting and approving library resource material is delegated to the certificated library resource specialist. While library resource material does not require approval by the district's IMC, the building principal is to be advised of the material selected. The material must be selected based on the criteria stated in this policy and subjected to reconsideration in accordance with district policy.
6. Student Reading Lists: The responsibility for selecting student reading lists is delegated to the certificated staff members of the school district. While student reading lists do not require approval by the district's IMC, the building principal is to be advised of the reading lists selected for given courses and it should be understood that the material selected for any given reading list is subject to reconsideration in accordance with district policy.

A “*Request for Approval of Learning Material for Student Use*” form (Exhibit 2310) has been developed to assist the professional staff in the selection of instructional materials. If a selection uniquely suited to an important purpose does not meet one or more of the listed criteria, the IMC may still choose to adopt the material. For example, period pieces may contain sexist/racist content but the book's status as a classic merits its inclusion in a specific course.

#### Instructional Material Committee Membership

The committee shall consist of one certificated staff member from each of the district's schools, one library/media specialist, one Principal or Associate Principal, the ASCI, and parent/community members. The number of parent/community member positions shall be equal to the number of schools in the district. Notice of parent/community vacancies on the IMC will be advertised via the local print media and the school newsletters: requesting letters of interest to be submitted to the ASCI. Staff vacancies will be advertised at the school level with the principal responsible for submission of staff recommendations to the ASCI. The ASCI is responsible for review of committee member letters of interest and submission of committee appointment recommendations to the superintendent.

#### Participation and Voting:

Meetings will be governed by the most current version of Roberts Rules of Order. A quorum (simple majority of 51%) is required for all meetings. A majority vote of members voting is required for approval. Only members present may vote. Absentee members, however, are encouraged to submit review notes in advance of a meeting to be shared with the committee prior

to voting. All members are encouraged to review as many of the materials submitted for consideration as possible

Terms of Office for IMC:

Membership shall be appointed by the Superintendent and approved by the Board of Directors for a two-year term on a rotating basis. Upon completion of three consecutive full terms, no member shall be considered for reappointment for a period of two years with the exception of the ASCI who has no limit of service. The ASCI shall chair the committee.