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## **COURSE DESIGN, SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS**

The primary goal of the Bainbridge Island School District is to provide opportunities for all students to achieve intellectual growth and development. The board recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the course designs shall be evaluated, adapted and developed on a continuing basis. Instructional materials shall be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve college and career readiness. It shall be the responsibility of the Board of Directors to authorize the adoption of instructional materials to meet this goal. The selection and screening of instructional materials shall be a continuous and cooperative process in which certificated professional staff, administrators, parents, and community members participate.

**Course Design** is the process that includes identifying and sequencing essential content supporting students' skill development towards state learning standards. Course design involves providing appropriate instructional materials, professional development, and support systems for teachers as they implement the course.

The superintendent or designee will establish procedures for course design that:

- A. Provide for the regular review of selected content areas and implementation of any suggested changes.
- B. Provide for involvement of community representatives and staff members at appropriate times.

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

The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials will be selected in conformance with:

- A. Applicable state and federal laws.
- B. Goals and/or learning standards of the district and state.
- C. Intent of course.
- D. Cost of materials and implementation.
- E. Procedures established by the instructional materials committee

The board is responsible for the adoption of all core materials used in the district.

The superintendent will ensure that a listing of all core instructional materials used within the school curriculum is maintained in the district and is available for public review either in-person or online.

It shall be the policy of the Bainbridge Island School District:

- A. To provide to each student, free of charge, core instructional materials which may include hardcopy or online text access. Each student shall be required to exercise reasonable care in the use of such materials. The district may establish reasonable charges for supplemental and/or consumable instructional materials as long as procedures are

followed to ensure that no student's learning opportunities are limited due to their lack of access to instructional materials.

- B. To select materials which support and enrich the curriculum for use at all grade levels and in all subject areas; to provide an effective basic education for all students; and insure flexibility sufficient to meet the special needs of individuals and groups.
- C. To assure that procedures are available for the consideration and adoption of text, library materials, digital resources, guest speakers, pilot programs and free and/or sponsored materials.
- D. To establish an Instructional Materials Committee to review and recommend instructional materials in accordance with district policy.
- E. To provide parents and guardians an opportunity to review instructional materials which are being used in their children's instruction.
- F. To provide an orderly procedure for challenging texts, library materials, or other instructional materials.

The superintendent, or designee, will establish procedures for instructional materials selection and adoption. The intent of the board is that the superintendent delegate responsibility for examining, evaluating, and selecting all supplemental materials to the professional staff of the district. This includes preparing all student reading lists. Staff will rely on reason and professional judgment in the selection of high quality supplemental materials that align to state learning standards and are appropriate for the instructional program and developmental level and interests of their students.

### **Responsibilities for the Selection**

Core instructional materials will be reviewed by the Instructional Materials Committee (IMC) and adopted by the board prior to their use in schools. Trial use of text and/or materials of a pilot nature may be authorized by the Assistant Superintendent for use for a period of no more than one school year prior to board adoption. Materials approved for trial use shall be restricted to specified classes. The professional staff will be responsible for preparing student reading lists and examining, evaluating, and selecting supplementary instructional materials.

**Instructional Materials Committee (IMC)** is the body that makes core instructional materials adoption recommendations to the School Board based on superintendent-established procedures. The Instructional Materials Committee, composed of certificated staff, administrators, parents and community members, shall be appointed by the superintendent and approved by the Board of Directors. IMC responsibilities include:

- A. Establishing and monitoring the procedure for selecting and adopting core instructional materials.
- B. Insuring that core materials are selected in conformance to stated criteria.
- C. Acting upon requests for approval of core instructional materials.
- D. Reviewing, upon staff request, supplementary instructional or library resource materials.
- E. Acting upon requests for reconsideration of instructional materials.

### **Criteria for Selection**

Staff members will use the following criteria for selection of materials to assure a comprehensive collection appropriate for the instructional program: Instructional materials shall enrich and support the curriculum taking into consideration:

- 1) Learning standards and intent of course.
  - 2) Varied instructional needs, abilities, interests, and maturity levels of the students.
  - 3) Cost of materials and implementation.
- A. Instructional materials shall stimulate growth in conceptual thinking, factual knowledge, physical fitness, and literary and ethical standards.
  - B. Instructional materials shall reflect a high standard of scholarship and writing consistent with the instructional goals/objectives for the district's approved course of study.
  - C. Instructional materials shall be of sufficient variety to present different points of view, encouraging the development of critical analysis and decision making skills.
  - D. Instructional materials hereafter developed or purchased shall contribute to the development of an understanding of the ethnic, cultural, and occupational diversity of life.
  - E. Instructional materials shall objectively present the contribution and concerns, current and historical, of each sex and members of diverse religious, ethnic, and cultural groups. The district recognizes, however, that under certain conditions, biased materials may represent appropriate resources in presenting contrasting and differing points of view.

### **Elimination of Discrimination and Bias in Instructional Materials**

The instructional materials selection process will include a mandatory process for evaluating resources to eliminate discrimination and bias in instructional materials based on sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of service animals. **PROVIDED**, that this subsection shall not be construed to prohibit the introduction of materials deemed appropriate for educational purposes.

### **Definitions**

For the purpose of policy and procedure 2020, the following definitions will apply:

**Instructional Materials** are all materials designed for use by students and their teachers as learning resources to help students to acquire facts, skills, and/or to develop cognitive processes. These instructional materials, used to help students meet state learning standards, may be printed or digital, and may include textbooks, technology-based materials, other educational media, and assessments. They may carry different licensing types from open to all rights reserved. For the purposes of this policy the following are the categories of instructional materials:

- A. **Core Instructional Materials** (print or non-print) are the primary instructional resources for a given course and are district-approved and provided to all students to help meet learning standards and provide instruction towards course requirements. Core instructional materials 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 materials that will be used repeatedly from year to year.

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- B. **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.
  - C. **Alternative Core Materials** are the primary instructional materials for a given course that are used with a subset of students. These materials are intended to replace approved core materials and may be used for specialized course offerings or flexible learning environments.
  - D. **Intervention Materials** are designed to support strategic or intensive intervention for students who are at risk of not meeting established learning standards. Intervention materials are used with students to accelerate progress toward particular learning goals based on systematic assessment, decision-making, and progress monitoring.
  - E. **Library Resource Materials** are categorized as a collection of instructional materials 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.
  - F. **Supplemental Materials** are used in conjunction with the core instructional materials of a course. These items extend and support instruction. They include, but are not limited to, books, periodicals, visual aids, video, sound recordings, computer software and other digital content.
  - G. **Student Reading Lists** are categorized as lists of resource instructional materials used by students in a given course in addition to the core instructional materials 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.

**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. (BISD policy and procedure 2331 and 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 core instructional materials are subject to this accommodation.

RCW 28A.320.230 Instructional materials — Instructional materials committee

RCW 28A.405.060 Course of study and regulations Enforcement — Withholding salary warrant for failure

Chapter 28A.640 RCW Sexual Equality

WAC 180-44-010 Responsibilities related to instruction

WAC 392-190-055 Textbooks and instructional materials — Scope — Elimination of bias