

COURSE DESIGN, SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS

Course Design

Existing Courses

The superintendent or designee will establish a cycle of course design review and development that includes examination by review committees composed of district subject area coordinators and instructors as well as parent/community representatives as appropriate. This review cycle will be based on student needs, current standards, changing demographics, and funding. The cycle should cover each content area to ensure current course relevance and effectiveness. The course design process should review:

- Relevance, rigor, and alignment to state learning standards;
- Efficacy of core, alternative core, and intervention materials that support student learning; and
- Processes and resources used to assess student progress and address teacher professional learning.

Recommendations of this review may lead to:

- Affirmation of continued use of current processes and instructional materials;
- Establishment of a timeline for completion of recommended tasks;
- Creation and assignment of tasks for subcommittees as required to select, write, or revise the course description;
- Recommendation of new instructional materials selection to the Instructional Materials Committee;
- Design of course implementation and staff development plans; and
- Identification of projected budget needs in accordance with established timelines.

New Course or Major Modifications to Existing courses:

New course offerings and significant course changes will be reviewed by the superintendent or designee and will require school board approval prior to being scheduled. The criteria for approval of such changes or additions are as follows:

- The new course or proposed modifications will provide rigorous and useful instruction to students utilizing efficacious and appropriate instructional materials;
- The proposed course or course modifications will promote student progress toward college and/or career preparation, responsible citizenship or independent living skills.

When the implementation of a new or modified course requires the adoption of new instructional resources, those resource recommendations will be forwarded to the Instructional Materials Committee (IMC) for consideration by the outlined process.

Selection and Adoption of Instructional Materials

Instructional Material: Definition

Instructional materials are all materials designed for use by students and teachers as learning resources to help students acquire facts, skills, and/or develop cognitive processes. These instructional materials are used to help students meet learning standards and promote creativity and critical thinking. Definitions of instructional materials are defined in Policy 2020.

Instructional Material: Selection Process

The building principals are responsible for ensuring the continuing familiarity of their certificated staff members with requirements of this policy and will help determine how material should be categorized, subject to review by the Assistant Superintendent of Curriculum and Instruction (ASCI).

The process for selection of the seven categories of instructional materials are as follows:

- A. **Core Instructional Materials:** Staff members designated by the ASCI will make the initial selection of core instructional materials. The recommended materials will be submitted to the IMC for review and approval before adoption by the school board. Trial use of core 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. IMC approval is required for all core material prior to district wide adoption. Staff members will submit Exhibit 2020A Request for Approval of Learning Materials for Student Use to the ASCI to request IMC approval of materials. Instructional tools used in the classroom such as microscopes, calculators, globes, maps, dictionaries, etc. are not required to go through the adoption procedure.
- B. **Digital Resources:** The responsibility for selection of digital resources is delegated to all certificated 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 supported by the Bainbridge Island School District technology department. The material must be selected based on the criteria stated in the policy and subject to reconsideration in accordance with district policy.

The use of streaming video of film media will follow these in-building guidelines using the Exhibit 2020B - Request for Video Streaming and DVD Supplemental Instructional Material form.

G rated videos may be shown to all K-12th grade students without obtaining parental permission.

PG rated videos may be shown to students in grades 2nd-12th with the following provision: for grades 2nd-6th, written permission must be obtained from parents and the building principal must approve the material, after applying due diligence in vetting the material.

PG-13 and nonrated videos may be shown to students in grades 7-12 if approved by the building principal, who will apply due diligence in vetting the material, prior to approving it.

In select cases, **R rated** videos may be shown to students in grades 9-12 if written parental permission is obtained and the building principal has approved the material, applying due diligence to vet the material.

NC-17 and X rated materials will not be allowed to be shown to any student.

- C. **Alternative Core Materials:** The responsibility for the selection of alternative core material is delegated to the certificated staff members of the school district. Materials must meet the criteria for the selection of core materials, including approval by the IMC.
- D. **Intervention Materials:** The responsibility for the selection of intervention material is delegated to the certificated staff members of the school district. Materials must meet the criteria for the selection of core materials, including approval by the IMC, if the material is to be utilized regularly as remedial course work for a period extending more than one year.
- E. **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 2311.
- F. **Supplemental Instructional Material:** The responsibility for selection of supplementary instructional material is delegated to all certificated 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 material must be selected based on the criteria stated in policy and procedure 2020 and is subject to reconsideration in accordance with district policy 2311.
- G. **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 2311.

Sensitive or Controversial Materials are defined in policy 2020. 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 will make every reasonable effort to accommodate them. Only core instructional materials are subject to this accommodation.

A “*Request for Approval of Learning Material for Student Use*” form (Exhibit 2020A) 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 after review. For example, period pieces may contain sexist/racist content but the book’s status as a classic merits its inclusion in a specific course. In such case, the IMC will place, on record, a 1-2 paragraph statement explaining the justification for the acceptance of the material.

Instructional Material Committee Membership

The committee will 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 through standard communication methods (i.e., district email, website, newsletters, etc.). Applicants will be asked to submit a committee application to the ASCI who is responsible for review of applications and submission of committee appointment recommendations to the superintendent. Staff vacancies will be advertised at the school level with the principal responsible for submission of staff recommendations to the ASCI.

Participation and Voting

Meetings will be governed by the most current version of Robert’s 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 are encouraged to submit review notes in advance of the 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:

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 will 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.