

Introduction

The Board shall authorize the adoption of instructional materials to meet the goals of the District. The responsibility for examining, evaluating, and recommending instructional materials is delegated to the professional staff of the District. Quality instructional materials serve as resources essential to effective learning and teaching, therefore instructional materials shall be selected to assist students in attaining state and District learning goals and standards. Instructional materials will be defined as all printed, filmed or recorded materials furnished by the District for student use and/or included on students' reading lists. All instructional materials will be selected in conformance with:

- A. Applicable state and federal laws;
- B. The stated goals and/or standards of the District; and
- C. Procedures established by the instructional materials committee.

Further, it shall be the policy of the District:

- A. To loan, free of charge, to each pupil such textbooks and materials as to assure optimum classroom learning. Each pupil shall be required to exercise reasonable care in the use of such materials.
- B. To select materials which offer learning experiences of high quality for use in all grade levels and in all subject areas, to provide an effective education for all students, and to insure flexibility sufficient to meet the special needs of individuals and groups.
- C. To establish an instructional materials committee, whose function shall be to make recommendations for the selection, adoption, and removal of instructional materials owned and used by the District. Members of the instructional materials committee shall be appointed by the Superintendent with the approval of the Board.
- D. To provide parents, guardians and patrons the opportunity to review, within a reasonable time frame, those instructional materials which are being used in students' learning experiences.
- E. To provide an orderly process by which a complaint that challenges the appropriateness of any text or instructional material may be appealed.

Criteria for Selection of Instructional Materials and the Method of Selection

While the screening and selection of instructional materials shall be a continuing and cooperative process shared by teachers, administrators and community members, any process which leads to the selection of instructional materials should give assurance that:

- A. Instructional materials are consistent with District statements of philosophy and educational goals.

- B. Instructional materials stimulate student growth and conceptual thinking, factual knowledge, physical fitness, literary appreciation, aesthetic values and development of ethical standards.
- C. Instructional materials enrich and support the curriculum, taking into consideration the various instructional needs, abilities, interests and maturity levels of the students served.
- D. Instructional materials are of sufficient variety to present opposing views of controversial issues so students may develop the skills of critical analysis and informed decision making.
- E. Instructional materials contribute to the development of an understanding of the ethnic, cultural, religious and occupational diversity of American life:
 - 1. To objectively present the concerns of and build upon the current and historical contributions of both sexes and members of religious, ethnic and cultural groups. It should be recognized, however, that under certain conditions biased materials may represent appropriate resources in presenting contrasting points of view.
 - 2. To provide models 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.
- F. The expenditure for instructional materials is fiscally sound.
- G. Instructional materials are consistent with applicable state and federal laws and the goals and standards of the district and state.
- H. Instructional materials, as required in WAC 392-190-055 (2), shall include the elimination of bias pertaining to sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, and the use of a trained dog guide or service animal by a person with a disability, in all textbooks and instructional materials including reference materials and audio-visual materials. Consistent with WAC 392-190-055 (4) this section does not prohibit the use or assignment of supplemental instructional materials such as classic and contemporary literary works, periodicals and technical journals which, although they contain bias, are educationally necessary and advisory.

The Superintendent or designee may approve instructional materials for use on a trial basis for a period of time no longer than one school year before a general adoption is formalized for the purpose of testing or piloting the materials or to meet specific needs or rapidly changing circumstances. The Superintendent or designee shall notify the Board of such materials prior to use, including verification of parent notification regarding the use of these materials. Such materials shall undergo curriculum review, instructional materials committee examination, and recommendation to the Board as soon as is feasible.

Legal References: RCW

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| 28A.150.230 | Basic Education Act-District school directors as accountable for proper operation of district – Scope – Responsibilities |
| 28A.335.180 | Surplus Texts and Other Educational Aids, Notice of Availability—Student Priority as to Texts |
| 28A.320.230 | Instructional Materials—Instructional Materials Committee |
| 28A. 630 | Sexual Equality Mandated for Schools |

WAC

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| 392-190-055 | Textbooks and Instructional Materials— Scope-Elimination of sex bias-Compliance timetable |
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Adopted: June 16, 1986 North Thurston School District Board of Directors

Amended: November 1, 2004

Reviewed: October 20, 2009
May 17, 2011 North Thurston School District Board of Directors

Amended: June 16, 2015 North Thurston Public Schools Board of Directors