

1. SELECTION OF INSTRUCTIONAL MATERIALS

The instructional materials used to support the curriculum of the District serve as valuable resources to promote student learning and quality teaching. Instructional materials shall be selected to assist students in attaining the state and district learning goals and standards. Materials shall be selected in accordance with Policy 2311, Selection and Adoption of Instructional Materials. As required by RCW 28A.320.230 and WAC 392-190-055, the District has established selection criteria for instructional materials intended to eliminate 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, or the use of a trained dog guide or service animal in all textbooks and instructional materials including reference materials and audio-visual materials. Nothing in this section, however, is intended to 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 advisable.

2. DEFINITION OF INSTRUCTIONAL MATERIALS**A. Core**

Print or non-print materials used by students as the principal learning resource to meet the learning standards of a course or curriculum area shall be considered core materials. These may include textbooks, multimedia, non-print materials, online programs and computer software. Core materials constitute the predominant mode of instruction or are materials that all students in the course are required to use.

B. Supplemental

Materials used by students to meet the learning standards of a course or curriculum and that support, enrich, and individualize core materials shall be considered supplemental materials. These may include various forms of instructional materials, in print or media formats.

C. Temporary

Materials of short term value and topical interest shall be considered temporary materials. Materials of this type are used because of their currency of topics and include materials such as websites, periodicals and newspapers.

D. Library Media

Materials accessible through the library media/resource center in each school shall be considered library media materials. Library media materials may be recommended by teachers, patrons, or the teacher-librarian. Library media materials provide support for any area of the curriculum, information for independent study, opportunity to improve reading skills and develop a love of reading, and sources for enrichment and recreational interests. Materials of this type include storybooks, novels, non-fiction books, information in a variety of print and media formats, and reference materials.

E. Special Programs

Materials for use in special programs, which include bilingual education/English as a second language, career and technical education, Title I, talented and gifted education and special education, shall be considered special program materials.

F. Field Test

Materials selected for field testing as part of the adoption process are considered field test materials. Trial use of field test materials may be authorized by the superintendent or designee for a period of no more than one school year prior to adoption through the formal process.

G. Free Materials

Materials provided to schools free of charge from any source shall be considered free materials. As per Policy 2313 any requests from organizations which provide instructional materials and/or aids must be examined to insure that such materials promote students' interests rather than the special interests of any particular group. All free materials shall adhere to the criteria for instructional materials in Policy 2311 and in the procedures outlined in Procedure 2311P.

H. Online Resources

Materials available on the Internet that are used to enhance instruction on an interim basis shall be considered online resources. Materials of this type include online lectures, films and videos; online games and simulations. Games and films must also meet the criteria for these formats as outlined in section 3.I and J.

3. APPROVAL OF INSTRUCTIONAL MATERIALS

All core materials must receive Board approval before use within the District. All core and supplemental materials must be approved by the instructional materials committee and the assistant superintendent of Teaching and Learning before use.

A. Core Materials

Core materials must be approved by the instructional materials committee and by the Board prior to use. Materials that are revisions or new editions of previously approved materials and that are without substantial changes of content are automatically approved.

B. Supplemental Materials

Supplemental materials must be approved by the principal of the school, the district program administrator, the instructional materials committee and the Superintendent or designee prior to use. Materials that are revisions or new editions of previously approved materials and that are without substantial changes of content are automatically approved.

C. Temporary Materials

Temporary materials must be approved by the principal of the school prior to use.

D. Library Media Materials

Library media materials must be selected by the school teacher-librarian and approved by the principal prior to use.

E. Special Program Materials

Special program materials must be approved by the district program administrator or designee and by the Superintendent or designee prior to use. Program administrators may request review and approval by the instructional materials committee for special program materials.

F. Field Test Materials

Field Test materials must be approved by the Superintendent or designee and district program director prior to use.

G. Open Educational Resources and Free Materials

Open Educational Resources and free materials must follow the approval process outlined above according to how the material will be used. For example, if the free material will be used as a core text material, it must be approved as a core material.

H. Online Resources

Online resources must be approved by the principal of the school and the district program administrator for that content area prior to use.

I. Films

Films shown in any format (video, DVD, or other) must be approved following the guidelines above. For example, if a film is supplemental, it must be approved as a supplemental material; if a film is a library media material, it must be approved as such. Additional considerations exist for non-instructional, commercial films and movies. No "NC 17" or "X" rated films may be shown to any student in the District. "G" rated films may be shown at any grade level. Students in grades K-6 may only view "PG" rated films with written parent permission, and may not be shown "PG-13" or "R" rated films. Students in grades 7-8 may view "PG" rated films only with written parent notification, "PG 13" rated films only with written parent permission, and may not be shown "R" rated films. Students in grades 9-12 may be shown "PG" films, but may be shown "PG-13" and "R" rated films only with written parent permission. For films rated "PG", "PG-13" and "R" the teacher must create a reasonable, compatible alternative activity for students not viewing the film. Additionally, films rated "PG", "PG-13" or "R" must be previewed in total by the teacher and approved by the principal of the school prior to use.

J. Computer, Internet and Video Games

Computer, internet and video games and programs must be approved following the guidelines for instructional materials. For example, if a program is supplemental, it must be approved as a supplemental material; if a program is a library media material, it must be approved as such. All computer programs and games, including video and Internet games, must relate to the learning standards for the class. Additional considerations exist for non-instructional, commercial electronic games. The Entertainment Software Rating Board (ESRB) rating system rates computer, Internet and video games. Games rated "EC" (Early Childhood) and "E" (Everyone) may be used at all grade levels. Games rated "E10+" may not be used in grades K-4, may be used only with written parent permission in grades 5-6, and may be used in middle and high school. Games rated "T" (Teen), "M" (Mature), "AO" (Adults Only) or "RP" (Rating Pending) may not be used at all in the District.

As provided in RCW 28A.320.230, within the limitations of board policy, the Superintendent may purchase materials to meet specific needs or rapidly changing circumstances. However, expanded use of core instructional materials selected for exceptional needs will require adoption through the formal process.

Following approval, core, supplemental, online resources and special program materials will be included on the District Approved Instructional Materials List. The District Approved Instructional Materials List will be housed and maintained by the Superintendent or designee. All schools and appropriate departments will have access to a current copy of the District Approved Instructional Materials List.

4. INSTRUCTIONAL MATERIALS COMMITTEE

A. Function

The instructional materials committee (IMC) shall be established to monitor and implement the procedures necessary for selecting, adopting, and removing instructional materials owned and used by the District. In addition, the committee shall:

1. Examine, consider, and evaluate core and supplemental materials prior to adoption and use, and present recommendations to the Superintendent or designee.
2. Ensure that the process for review and selection of instructional materials is followed.
3. Facilitate the review by teachers, parents and other interested parties of existing and proposed instructional materials.
4. Evaluate materials and conduct reconsideration meetings when challenges of materials are not resolved at the school level.
5. Establish and maintain appropriate screening criteria designed to identify and eliminate 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, or the use of a trained dog guide or service animal in all textbooks and instructional materials including reference materials and audio-visual materials.

B. Membership

The instructional materials committee will be appointed by the Board pursuant to the provisions of RCW 28A.320.230. Membership of the committee shall be approved on or by October 30 by the Board and shall consist of the following positions:

1. Permanent Committee Members:
 - 1 Superintendent or designee serves as the chairperson of the committee
2. Rotating Committee Members:
 - 1 High school teacher
 - 1 Middle school teacher
 - 1 Elementary school teacher
 - 1 Elementary teacher-librarian
 - 1 Secondary teacher-librarian
 - 1 North Thurston Education Association representative
 - 1 Principal
 - 1 Community member representing the elementary level
 - 1 Community member representing the middle level
 - 1 Community member representing the high school level
 - 1 Community member at large

The Superintendent or designee may attend the committee meetings as a non-voting member if not serving as the chairperson of the committee.

Teacher members shall be chosen from the certificated staff of the District, with principals providing teacher nominations. Teacher-librarian members shall be nominated by the chairperson of the District teacher-librarian group. The North Thurston Education Association representative shall be nominated by the Association. The principal shall be nominated by the Superintendent or designee. The community members shall submit a letter of interest to the Superintendent. The Superintendent shall recommend all proposed committee members to the Board.

C. Term of Office

The permanent committee member acts as the chairperson of the committee. The rotating committee members will each serve a three (3) year term. The rotational schedule shall be established by the IMC in order to achieve staggered terms of office. Appointees may hold shorter terms to balance the rotation of committee members. Temporary appointments of one year or less may be made to fill vacancies.

A committee member who fails to faithfully perform his or her duties or who is no longer a member of the category he or she represents on the committee may be removed from the IMC and replaced at any time by the Board.

D. Meetings

Meetings of the IMC will be scheduled for the months of November, January, March, April and August. Additional meetings may be called by the chairperson of the IMC. A simple majority shall constitute a quorum.

E. Selection Process

Core and supplemental materials must be reviewed and recommended for approval by the IMC. Upon approval by the IMC, core materials are sent to the Board for approval.

1. Initiation of Request

- a. For core materials, a District curriculum committee or program administrator completes a Request for Approval of Instructional Materials Form and submits the form with a minimum of three (3) copies of the materials (series). For supplemental materials the recommending educator completes a Request for Approval if Instructional Materials Form and submits the form with a minimum of three (3) copies of the materials (series).
- b. The form and materials must be submitted to the IMC chairperson fifteen (15) or more working days before a scheduled IMC meeting for consideration.

2. Processing of Request

- a. A minimum of two (2) IMC members must review the recommended materials and report their findings to the instructional materials committee. If recommended materials are specialized and require special technical knowledge to be reviewed, as may be the case when reviewing world language and advanced science materials, an ad hoc committee of reviewers with this specialized knowledge may be appointed to review such materials and report their findings to the IMC.
- b. Evaluation shall be made using the criteria identified in Policy 2311.

- c. Recommended materials shall be available for public viewing at the District office for ten (10) work days prior to the meeting of the IMC. The public shall be informed of the titles under review and the dates for viewing through publication on the District web site. Members of the public viewing materials may submit written comments to the IMC using a patron comment card.
- d. The requesting educator may attend the IMC meeting and speak, or may be requested to attend by the committee.
- e. The IMC may request additional information from the requester.
- f. The IMC members shall vote to approve or disapprove the proposed material by a majority vote of the members present.
- g. The IMC shall report results to the petitioner.
- h. Following approval by the IMC and, where necessary, the Board, the instructional material shall be identified for use at a specific level; elementary school, middle school, or high school. Materials for special classes, such as special education, gifted education, and honors classes, may be used at levels other than those approved by special permission of the Superintendent or designee.

5. PROCEDURE FOR SELECTION AND APPROVAL OF LEARNING RESOURCE MATERIALS

Selection of learning resource materials shall be the responsibility of the school teacher-librarian operating according to professional selection standards and guidelines.

- A. The primary objective of a school library resource center is to implement, enrich and support the educational program of the district by:
 1. Providing resource materials for students and staff.
 2. Providing materials which meet the interest, vocabulary, maturity and ability levels of all students.
 3. Fostering reading as a lifelong activity through exposure to printed materials.
 4. Providing materials which fulfill the goals as outlined in the School Library Bill of Rights for School Library Media Programs.
- B. Criteria for Selection of Learning Resource Materials
 1. Curriculum and instruction needs of the District, school and individual student.
 2. Consideration of requests from administrators, teachers, parents and students.
 3. Reading interests, abilities and backgrounds of the students using the library resource center.
 4. Accepted selection sources which include, but are not limited to, standard catalogues and book and program reviewing sources, such as sources identified in *Selecting Learning Resources for Washington State Libraries and Learning Resource Centers*, and teacher-librarian reviewing groups.

Library books and instructional materials are subject to the Challenged Materials Procedure (See Section 6).

6. CHALLENGED MATERIALS PROCEDURES

The following procedures are established for all instructional materials utilized in the District and placed in question by a parent or patron residing within the District. The procedures must be followed in the order presented below. No materials shall be removed from use within the

District until this procedure has been completed unless otherwise directed by the Superintendent.

A. Process

1. Concerns should first be discussed with the certificated teacher and/or the school principal. All parties are urged to resolve the concern at this level.
2. If the concerns cannot be resolved through discussion at the school level, the following steps will be taken and the challenged instructional material will continue to be used until a decision is rendered.
 - a. For supplemental, special program, temporary, online, or a library/learning resource materials, a parent/guardian may submit a written request to the principal asking that the material be withdrawn from their student. The principal shall facilitate a meeting of the complainant(s) and appropriate school staff. Following the meeting, the principal shall respond with a written decision. If warranted by the scope of the material, an appeal may be submitted to the Superintendent or designee requesting review by the Instructional Materials Committee and a written decision.
 - b. For core materials the parent/guardian or employee may register a request for reconsideration with the Superintendent or designee. This request will be forwarded to the Instructional Materials Committee. The IMC will review the complaint and establish a timely process for public consideration of the complaint, if appropriate.
3. Any instructional material reconsideration decisions will be by majority vote of the IMC and are final. Decisions of the committee will be delivered in writing to the Superintendent, complainant, and affected staff within ten (10) school business days of the IMC meeting. Instructional materials upheld by the IMC will be exempt from further reconsideration for a period of three (3) school years from the date of the decision.

7. DISPOSING OF OBSOLETE MATERIALS

When instructional materials are no longer being used in the curriculum or are no longer serviceable, it shall be the responsibility of the principal or program administrator to identify the materials and requested the Superintendent or designee to dispose of the obsolete materials in accordance with RCW 28A.335.01, RCW 39.33.070, and Policy 7251.

A. Materials which have been replaced by a new adoption shall automatically be recommended as obsolete.

B. After approval, principals may send obsolete texts to the appropriate storage facility.

When library materials are determined to be obsolete or no longer serviceable, it shall be the responsibility of the teacher/librarian to identify the materials and request the Superintendent or designee to dispose of the obsolete materials, consistent with the provisions of RCW 39.33.070.

A. The teacher-librarian will send a list of obsolete materials to the Superintendent or designee for review.

B. After approval, the teacher-librarian may send obsolete materials to the appropriate storage facility.

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