

## **GRANITE FALLS SCHOOL DISTRICT**

### **INSTRUCTION**

#### **POLICY 6080: SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS**

The primary purpose in selecting instructional materials is to implement, enrich, and support the educational program. It is the responsibility of the school board to ensure quality in the content and extent of its educational program to provide students with the opportunity to achieve those skills which are generally recognized as requisite to learning.

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

All instructional materials shall be selected in conformance with:

1. state learning goals and district grade level curriculum standards;
2. district commitment to increase student achievement;
3. applicable state and federal laws;
4. procedures established for an Instructional Materials Committee to review and recommend instructional materials to the board for approval
5. fair and equitable portrayal of both genders, all age groups, and all racial, religious, ethnic and cultural groups; and
6. needs of a diverse range of learners with respect to
  - a. achievement levels;
  - b. disability conditions or language barriers; and/or
  - c. racial, ethnic, cultural and socio-economic backgrounds

The school board is legally responsible for the approval and adoption of all instructional materials selected for use in the district.

The responsibility for examining, evaluating, and selecting all instructional materials is delegated to the district's professional staff and subject to review and recommended for approval, when appropriate, by district administrators, the Instructional Materials Committee (IMC), and the school board. All basic instructional materials must be adopted by the school board prior to use in the schools. The exception is for pilot/trial-use texts or materials that require Superintendent authorization and may be used for no longer than one school year prior to board adoption and are restricted to a specified course. Supplemental materials, to support or enrich but not supplant basic instructional materials, are approved by the building administrator.

#### **Instructional Materials Committee**

The superintendent is charged with the responsibility of establishing an Instructional Materials Committee (IMC) to be appointed with approval of the school board. The committee shall consist of representative members of the district's professional staff including administrators, teachers, parents, and community members. The superintendent is responsible for establishing procedures for the Instructional Materials Committee to enact the policy for requests for selection and adoption and for reconsideration of instructional materials.

The IMC will 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 including gender expression or identity, the presence of sensory, mental, or physical disability, or the use of trained dog guide or service animal in all textbooks and instructional materials including reference and audio-visual materials.

### **Reconsideration of Instructional Material**

Should an individual wish to question specific material used in the school system, the concern should first be discussed with the teacher or librarian most directly involved with the material and then discussed with the building principal.

If the matter is not satisfactorily resolved, a written formal request for reconsideration or withdrawal of any text, book, or other instructional material may be made by completing a "Request for Reconsideration of a Book or Instructional Material" form (C-6), detailing the reasons, and submitting the form to the building principal. This form is available in the school and administration offices. A request to remove an item from the school or limit its use will be acted upon by the Instructional Materials Committee according to district procedures outlined in Policy 6080.

### **Conditions for Loan and Sale of Instructional Materials**

Textbooks, supplies and other instructional materials are to be loaned to students free of charge, when in the judgment of the Board, the best interests of the District will be served by such a decision. The professional staff will maintain records necessary for the proper accounting of all badly damaged materials. New and used materials currently utilized in the instructional program will be replaced or sold, to students wishing to purchase them, at replacement cost of each item.

Materials no longer in basic or supplementary use will be sold at a price reflecting the depreciated value of the materials per District policy. Students shall have priority in the purchase of texts.

Instructional materials that do not meet current district standards for subject content, sex balance, ethnic content, or are not repairable may be declared obsolete by the Superintendent and disposed of per District policy.

Cross Reference:	Board Policy 6081 Board Policy 3030 Board Policy 1030	Library Media Center Resources Fiscal Management: Disposal of Surplus Materials Complaints
Legal Reference:	RCW 28A.150.230  RCW 28A.320.230 RCW 28A 405.060  RCW 28A.640 RCW 28A.642 WAC 392-190-055	Basic Education Act--District school directors as accountable for proper operation of district--Scope--Responsibilities Instructional materials--Instructional material committee Course of Study – Enforcement – Withholding salary warrant Sexual Equality Mandated for Public Schools Discrimination prohibition Textbooks/instructional materials - elimination of bias

**ADOPTED: JUNE 1981**  
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