

**Curriculum Development and Adoption of Instructional Materials**

The curriculum of a district shall be reviewed on a regular basis. The district shall adopt a cycle for review as follows:

**High School**

**1<sup>st</sup> year 2003 – 2004**

— Grammar

**2<sup>nd</sup> year 2004 – 2005**

— Social Studies

**3<sup>rd</sup> year 2005 – 2006**

— Physical and Life Sciences

— Vocational Science

**4<sup>th</sup> year 2006 – 2007**

— Literature

**5<sup>th</sup> year 2007 – 2008**

— Math

— Vocational Math

**6<sup>th</sup> year 2008 – 2009**

— Accounting I and II

— Spanish I and II

**7<sup>th</sup> year 2009 – 2010**

— Fine Arts

**Elementary**

<b>1<sup>st</sup> year</b>	<b>2002 – 2003</b>	
Adopt	Social Studies	3 – 6
	Spelling	k – 6
Pilot	Language	k – 6
	Science	k – 6

<b>2<sup>nd</sup> year</b>	<b>2003 – 2004</b>	
Adopt	Language	k – 6
	Science	k – 6
Pilot	Reading	k – 6

<b>3<sup>rd</sup> year</b>	<b>2004 – 2005</b>	
Adopt	Reading	k – 6
Pilot	Music	k – 12

<b>4<sup>th</sup> year</b>	<b>2005-06</b>	
Adopt	Music	k – 12
Pilot	Math	k – 6

<b>5<sup>th</sup> year</b>	<b>2006-07</b>	
Adopt	Math	k – 6
Pilot	Language	k – 6

<b>6<sup>th</sup> year</b>	<b>2007-08</b>	
Adopt	Language	k – 6
Pilot	Social Studies	k – 6

<b>7<sup>th</sup> year</b>	<b>2008 – 2009</b>	
Adopt	Socials Studies	k – 6
Pilot	Spelling	k – 6

<b>8<sup>th</sup> year</b>	<b>2009 – 2010</b>	
Adopt	Spelling	k – 6
Pilot	Science	k – 6

Davenport Jr/Sr High School  
Curriculum Rotation Schedule  
Updated 2-28-11

<b>Elementary</b>	<b>High School</b>	<b>Evaluation Period</b>	<b>Purchase Year</b>	<b>Implementation</b>	<b>Comments</b>
P.E.	Accounting I and II P.E.		2007-2008	2008-09	
Math	Math Vocational Math	2007-08  K-4: 09-10	2008-09  K-4: 10-11	School Year 2009-10 Math Grades 5-12 --- 2010-11- K-4	
Spelling/Language Arts	Grammar  Credit Retrieval	2009-10 & 2010-11	2011-12		Researching three different spelling curriculums "spelling wars"
Literature	Literature	2010-11	2011-12?		Alignment with Common Core Standards & CORE 24?
Social Studies	Social Studies History	2011-12	2012-13		
Fine Arts Music	Fine Arts Music Art Drama	2012-13	2013-14		
Science	Science Physical Science Physics Ag. Science Chemistry	2013-14	2014-15		
Other	Other				
Rotations may vary due to state mandates					

### **Instructional Materials Committee: Scope and Schedule**

The instructional materials committee is formed to establish and monitor such procedures as may be necessary for the selecting, adopting and discarding of instructional materials owned and used by the district. The committee will act upon requests for text approval and removal and will evaluate and act upon citizens' requests for reconsideration of instructional materials. The function of the committee is to insure that materials are selected in conformance to stated criteria.

~~Regular committee meetings will be held every other month on a schedule to be set by the committee secretary at the beginning of each school year.~~ **Committee meetings will be held on an as-needed basis.** The district will be responsible for arranging released time for committee members.

### **Instructional Materials Committee Membership**

This committee shall consist of both building principals, at least two teachers from each building, **a school board representative**, and no more than two parent representatives. ~~(Districts should describe the membership of their committee here. (Instructional Materials Committees may include parents, but (state law provides that parents must make up less than one-half the committee.)~~

Members shall be appointed by the superintendent **or by the principals**. The superintendent shall designate committee members to serve as chairman and secretary.

**Whenever a specific curriculum is being reviewed and consideration is given to selecting new textbooks, the Instructional Materials Committee will be expanded to include additional teachers who teach that specific subject.**

### **Term of Office**

The chairman and the secretary shall be permanent members of the committee. Other members shall have three-year terms. Temporary appointments of one year or less may be made to fill vacancies.

### **Duties**

The committee, with the approval of the superintendent, shall establish and monitor such procedures as may be necessary for the implementation of this policy.

### **Citizens Participation in the Instructional Materials Process**

Should a citizen wish to make a formal protest regarding specific material used in the school system, he/she must use the form for requesting reconsideration of instructional materials. These forms are available in the district office. A request to remove an item from the schools or limit its use will be acted upon by the committee. A written decision will be delivered to the complainant within two months. Any appeal of this decision must be delivered in writing to the superintendent within two weeks. The board will make final decisions on appeals.

### **Selection of Instructional Materials: Responsibilities**

The principal is responsible for insuring the continuing familiarity of his/her certificated staff with the requirements this policy and procedure. The district office shall provide such technical assistance as may be necessary to accomplish this.

#### **Initial Selection**

**Texts** shall be initially selected by such certificated staff as the superintendent may designate. Texts are major instructional materials for a given course.

**Supplementary materials** shall be selected by certificated staff using such materials with the understanding that while such materials do not require item-by-item approval of the committee, they must be selected under the criteria detailed below and are subject to normal reconsideration procedures. **Supplementary materials supplement the major text of a course and may include films, news magazines, newspapers, periodicals** that are used to enrich the curriculum etc. ~~are held in five or fewer copies in a given classroom.~~

(Trial-use texts of an experimental, pilot nature may be authorized for use by the superintendent for a period of no more than one school year prior to board approval for general use throughout the district).

**NOTE:** Notification shall be made to the building principal whenever a teacher intends to inject course material which the teacher knows might reasonably be anticipated to be controversial. Any material brought into the classroom and that is presented to the students must meet the following criteria:

- \*has an educational relationship to the course objectives and goals,
- \*supports and enriches the curriculum,
- \* is appropriate for the age and maturity levels of the students, and
- \*complies with copyright laws.

#### **Approval**

~~Texts shall be approved by the committee.~~ Supplementary materials shall not require committee approval.

**Texts and supporting materials shall be selected by the committee. The committee will arrange with the superintendent for a presentation to the board that will include a recommendation for adoption.**

#### **Adoption**

**Texts** shall be adopted by the board prior to their use in classrooms. Texts selected previously are exempt from this requirement.

**Supplementary materials** shall not require board adoption.

~~The committee secretary will provide department heads, principals, and program developers with copies of the committee meeting schedule at the beginning of each school year.~~

### ~~Tasks And Time Lines~~

~~Textbooks can be approved at any committee meeting and sent for adoption at the next board meeting. The superintendent directs that all non-emergency requests be confined to two board meetings per year. The committee secretary will forward requests for text adoption to the board only twice per year as noted in the committee meeting schedule. Requests to deviate from this timeline should be forwarded to the committee secretary.~~

The following checklist is provided to help text selectors follow the above criteria. Selections which receive "fair" or "poor" ratings on any items should be avoided. If materials uniquely suited to an important purpose fail to meet the above criteria, they may be used in conjunction with countervailing materials.

**Bias Content:  
Applicable**

**Excellent/Good/Fair/Poor/Not-**

- 1. Presents more than one viewpoint of controversial issues.
- 2. Presents minorities realistically.
- 3. Includes contributions of minority authors.
- 4. Presents non-stereotypic models.
- 5. Facilitates the sharing of cultural differences.
- 6. Promotes the positive nature of differences.
- 7. Includes the contributions, inventions, or discoveries of minorities.
- 8. Includes the contributions, inventions, or discoveries of women.
- 9. Presents minorities in a manner that promotes ethnic pride.
- 10. Facilitates an environment open to discovery and experimentation.

---

---

---

---

---

---

---

---

---

---

---

---

To evaluate materials by these criteria, text selectors may find the following steps helpful:

- A. Read reviews in professional periodicals through the curriculum office, state superintendent of public instruction, etc.
- B. Review copies of other available texts. The district curriculum office will order samples on request.
- C. Check the reading level of the text through use of a standard readability formula.
- D. Use tentatively selected materials according to pilot-use procedures.

**NOTE: See if this checklist needs to be updated**

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

Free textbooks and other instructional materials may be made available for loan to students when, in the judgment of the board members, 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 instructional materials and will set forth conditions for student replacement of lost or badly damaged materials.

District instructional materials which students are not required to own may be made available to students who wish to purchase them. New and used materials currently utilized in the instructional program will be sold at the replacement cost of each item. Used materials no longer in basic or supplementary use will be sold at a price reflecting the depreciated value of the materials. 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.

### **Removal of Instructional Materials**

Instructional materials may be removed from collections at any time that they no longer meet the criteria for initial selection outlined in "Criteria for Selection of Instructional Material." Any instructional materials may be removed when the administration judges such removal to be in the best interests of the district. Ordinary procedures for withdrawal of materials are outlined below:

- A. **Texts** shall be removed from collections by the committee based on the criteria for selection in this procedure and on the availability of suitable replacement materials.
- B. **Supplementary materials** shall be removed from collections by individual certificated staff holding such collections based on the criteria for selection in this procedure and on the availability of suitable replacement materials.

Citizens are invited to review any instructional materials in current use or proposed for district purchase. Such review may be accomplished at the schools ~~or in the district learning resource center.~~ The review and examination process should be arranged in a way to avoid disrupting the educational program. The review of materials should be undertaken with the knowledge of district objectives in mind. The following activities will be employed to help citizens become familiar with instructional materials:

- ~~A. A variety of learning materials will be available for immediate perusal at any time in the district learning resource center.~~
- ~~B. Displays of learning materials may be provided in schools during P.T.A. meetings, parent teacher conferences and public meetings during the school year.~~

- A. When a new curriculum is being considered, samples of materials will be available upon request. A sample of these materials will be shared at a school board meeting when the board is considering approval of adoption.**
- B. A citizen that would like to view specific instructional materials in use or those being considered for adoption needs to contact the building principal who will make the arrangements.**

A citizen wishing to protest use of any instructional materials in the school system must use the form for requesting reconsideration of instructional materials. These forms are available from the district curriculum office. The complainant will deliver the completed request form to the instructional materials committee secretary, who will take the following steps to assure timely consideration of requests:

- A. Set a time and place for an open hearing of the complaint by the instructional materials committee. Such hearing shall be within 30 days of the committee secretary's receipt of the completed request form.



- B. Notify the complainant and appropriate staff, including those using the materials, of the time and place of the meeting. Such notification shall include an invitation to present relevant information, oral or written.
- C. Assemble such data, including reviews and professional opinions of the materials, the staff member's objectives in using the materials, and the specific objections of the complainant, as may be necessary for the committee to properly judge the request for reconsideration.

Hearings of a citizen's request for reconsideration shall be open to the public. The committee shall consider all matters presented and give reasonable credit to such matters according to the weight to which they are reasonably entitled. Decisions shall be by majority vote of the committee. Decisions of the committee shall be delivered in writing to the complainant and affected staff within 10 days.

Date: 04.12.04

**Reviewed at 02.28.11 Board Meeting**

**Updated on \_\_\_\_\_**