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**INSTRUCTIONAL MATERIALS: 2018P**

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**A. Statement of Goals and Objectives**

It is the goal of the Federal Way School District to provide instructional materials that will directly aid in helping students reach standards, Grade Level Expectations and course requirements. Instructional materials should provide understandings that will prepare students for institutions of higher learning and motivate them to be life-long learners. All Instructional Materials used by staff will comply with state law and District policy. Instructional materials are to be used as tools to meet the independent needs of children in each classroom.

In accordance with RCW 28A.320.230 and District Board Policy EL – 13, the District School Board is to approve instructional materials and textbooks. Administrative Policy 2018 defines instructional materials into two categories – District adopted materials and supplemental materials. In keeping with these requirements and the Board’s intent under Policy Governance, these procedures describe the approval process for District adopted materials approved by the Board and the use of supplemental materials selected by the school or the individual teacher.

**B. Definition of Terms and General Statements**

**Curriculum** – Grade level and course expectations.

**Instructional Materials** – Materials/Programs (print or media) used for instruction to meet grade level expectations/ course requirements.

**District-wide Adopted Instructional Materials** – District adopted materials are associated with District curriculum adoptions and are used district-wide as a primary means to help students attain program goals and to provide basic instruction towards grade level/course requirements.

**Building Level Adopted Instructional Materials** – Materials/Programs used at the building level to enhance or differentiate basic District adopted instructional materials. These materials are to be identified in the School Improvement Plan and be implemented through the building leadership team.

**Supplemental Materials** – Any materials (print or media) used by classroom teachers to enhance or differentiate District adopted or building level adopted instructional materials. The selection of materials should always have the goal of best assisting students to meet standards, Grade Level Expectations and course requirements.

**Pilot Projects** – Instructional materials for use on a trial basis, enrichment, temporary use, or to meet special needs may be purchased with the approval of the Superintendent/designee.

**Student Use of Materials** – Textbooks and other instructional materials must be made available on loan without cost to the students. Each pupil will be required to exercise reasonable care in the use of such materials, and pupils and/or parents will be held responsible for books and materials lost or damaged.

**Instructional Supplies** – Supplies for individual projects where students keep what they make may be paid for by the students. All students must provide their own basic supplies such as paper and pencils.

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**Citizen Complaints** – Patrons of the District who have complaints regarding instructional materials used by the District may make such complaints known by completing Form 2018 “Request for Reconsideration of Instructional Materials,” and returning that form to the school principal or the Superintendent.

**C. Instructional Materials Committee**

As stated in RCW 28A.320.230 every board of directors must establish an Instructional Materials Committee (IMC). It will be the duty of the Instructional Materials Committee to recommend to the Superintendent/designee all instructional materials required for the basic education program. Using this information, the Superintendent/designee will make a decision regarding use of materials and will make a recommendation to the Board.

Objectives of the Instructional Materials Committee

1. Review requests for District adoptions of district-wide basic instructional materials and make recommendations to the Superintendent.
2. Review requests for review of currently District approved and utilized instructional materials and make recommendations to the Superintendent.

**D. Instructional Materials Committee Selection**

The Superintendent/designee will appoint an Instructional Materials Committee to develop and implement procedures for the selection of the District adopted instructional materials.

**Committee Composition****Instructional Staff**

There will be four (4) members representing the total instructional staff: an elementary building principal, a secondary building administrator, and two certificated staff. One of the building administrators will be appointed by the Assistant Superintendent for Teaching and Learning (TFL) to be the facilitator of the Instructional Materials Committee.

Selection of the committee members shall be determined by the committee facilitator in consultation with the Assistant Superintendent for Teaching and Learning.

**Community Members**

In addition, in accordance with RCW 28A.320.230, the Committee will include three (3) Federal Way School District community/parent members who will be solicited via District news publications (e.g., publicity releases, Progress Report, Communicator, District website, school newsletters and Board of Directors’ recommendations). The Instructional Materials Committee facilitator will determine selection of community/parent members in consultation with the Assistant Superintendent for Teaching and Learning.

**INSTRUCTIONAL MATERIALS: 2018P**Community Members must have the following qualifications:

1. Residency in the Federal Way School District
2. Ability to communicate ideas effectively
3. Willingness to best meet the needs of students in the Federal Way community.

**Terms of Committee Members**

Terms of all members will be two years in length. Upon redeveloping the team in January 2011 some members will have a 1.5 year term so that members will have staggering two-year terms beginning in September 2011. Members with initial lesser terms will be determined by the committee facilitator.

**Responsibilities of Committee Members**

1. Attend all IMC meetings,
2. Read selections as assigned by the IMC facilitator,
3. Vote in the best interest of the needs of students and teachers in the FWPS.

**E. Procedure for Adoption of Basic Instructional Materials**

Basic Instructional materials include any material being adopted by the District to teach core academic areas. This includes any district-wide textbook adoptions in core subject areas required for K-12 progress towards graduation.

Basic instructional materials shall be reviewed by the IMC which will make a recommendation to the Superintendent.

Recommendations will be based on:

1. District goals,
2. District philosophy of high quality instruction,
3. Assisting students to achieve standards, Grade Level Expectations and course requirements, and
4. State law regarding sex and ethnic bias.

**Procedures**

1. Representatives of the Subject Area Curriculum Adoption Committee must complete the selection of Basic Materials Form and submit it to the IMC facilitator.
2. The Facilitator will be allowed at least two weeks to schedule a meeting for review.
3. The IMC must be provided copies of materials for each Committee member at the time the form is being submitted.
4. Representatives from the recommending committee will make a presentation to the IMC and be prepared to elaborate on information provided and answer questions of from the Committee.
5. IMC members will either decide at the initial meeting to vote or gather more information if needed.

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6. Once a vote is completed the IMCA facilitator will forward the Committee's recommendation to the Superintendent.
7. Prior to approval by the Superintendent materials shall be made available to the public for review.
8. The Superintendent submits recommendations to the Board for adoption.

### **Voting Procedures**

1. Voting will be by a show of hands.
2. Only members present for presentations and reviews of materials will be permitted to vote.
3. Recommending vote to Superintendent will be of simple majority.
4. The IMC Facilitator will notify the Superintendent and the Teaching for Learning Department of recommendations.

The following is an outline for the process of basic material adoption by the District.

#### **Subject Area Curriculum Committee**

Conduct text and program evaluations according to District criteria.

#### **Instructional Materials Committee**

Review procedures and recommendations of the Subject Area Curriculum Committee and submit Committee recommendations to the Teaching for Learning department.

#### **Teaching for Learning Department**

Apprise principals of recommended materials and submit Committee recommendations to the Superintendent.

#### **Superintendent**

Review recommendations for basic instructional materials, provide opportunity for public review and submit recommendations to the Board for approval.

#### **Board of Education**

Take final action on adoption of the Superintendent's recommendations for basic instructional materials.

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**F. Procedure for citizen requests for review of District approved instructional materials by the IMC.**

1. Individuals requesting review should first address their concerns with the building principal.
2. If unsatisfied with the decision of the building principal, individuals requesting review of approved instructional materials must complete a written statement regarding purpose and reason for the request (Form 2018).
3. Requests for review will be submitted to the Teaching for Learning department.
4. The Teaching for Learning department will provide the IMC with copies of materials for review.
5. The IMC will conduct a meeting to review the request.
6. Voting procedures will be followed as described above, including notifying the requesting individual of the results.

**Supplemental Materials**

In the 21<sup>st</sup> century it is critical for educators to utilize many tools, both print and media, to meet the differing needs of students in the classroom. Supplemental materials must be utilized in a timely manner that allows instruction to adjust to constant progress-monitoring of the understandings of individual students.

All materials (print or multi-media) used to enhance instruction beyond basic District adopted and building adopted materials are considered supplemental. Supplemental materials shall abide by District policy, state law, be age appropriate, meet TFL requirements, and directly support advancement towards understanding and meeting standards, Grade Level Expectations and course requirements. Classroom teachers are responsible for ensuring that appropriate materials are used. Building administrators have the authority and responsibility to deny the use of materials being used by a teacher that do not meet the above stated expectations.

**Use of Biased Outcomes**

When it is necessary to use historical or literary works, periodicals, and technical journals which show bias, staff members have a responsibility to point out the biases, and present additional information and perspectives to balance those biases.

**Audio-Visual Materials****Educational Value**

The Board and administration recognize that films and videos can be valuable resources in the classroom. The showing of full-length feature films, or major segments thereof, during regular instructional hours is strongly discouraged. Any film, video or DVD resource used in the school must have content that is age-appropriate, educational, relevant to the subject being taught, and that supports the class curriculum. Educational value will be determined by the teacher and approved by the principal. Use of films as a “lesson plan” for a substitute teacher shall not be allowed unless the film was previously scheduled.

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**Permissions**

For the full showing of any feature film, or major portion thereof, written approval must be granted by the principal. Prior to viewing any such film or video with a restriction greater than a Motion Picture Association of America (MPAA) rating of “G”, students must have written parent or legal guardian permission. Parents/guardians must indicate on the Audio-Visual Materials Form that they give or refuse permission for their students to view the feature-length film. If permission is declined or a student does not return a permission slip, an appropriate educational experience will be provided to the student. Simply sending the student to another location (such as the library) does not meet this obligation.

The showing of a short segment or clip of a feature film that has educational value, as described above, and that is shown for the express purpose of supplementing instruction and supporting the curriculum does not require such permission. However, such segments or clips must be age and content appropriate.