



CURRICULUM & INSTRUCTION - 3000

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Curriculum Development

The Superintendent is responsible for the development, implementation and ongoing evaluation of a School District curriculum. The curriculum will:

- be consistent with the Board's procedures on Student Learning and Achievement;
- meet or exceed all requirements of the State of Michigan for instructional programs; and
- be standards based and founded upon legally compliant, research based grade level learning and achievement standards that lead to the awarding of a School District diploma.

The School District's curriculum will also include legally compliant, research based learning and achievement standards for students who participate in career and technical education programs, as well as address the needs and provide opportunities for students with disabilities and students who are considered gifted.

The Superintendent will appoint well qualified administrators and teachers to assist the Superintendent in implementing and improving the School District's curriculum, as well as otherwise improving student learning and achievement.

Reproductive Health Curriculum

The School District of the City of Wyandotte recognizes the importance of providing well-planned comprehensive reproductive health education programs which will positively influence students' reproductive health knowledge and contribute to their academic success. In doing so, District Administration will ensure full compliance with all pertinent State Laws [§380.1506, §380.1507, §380.1507a, §380.1507b, §380.1766, and §380.1766a, §380.1169] which will include the following:

- 1. Adopt reproductive education programs that are consistent with school and parent/community standards, stress the benefits of abstinence, teach the best methods for the restriction and prevention of HIV/AIDS & teen pregnancy, be medically accurate, include current information, and at a minimum include:
 - a) Legal consequences
 - b) Parenting responsibilities
 - c) Refusal skills
 - d) Self-control/self-discipline
 - e) Healthy relationships
 - f) Adoptive services
 - g) Risk reduction strategies including contraceptives
- 2. Adopt programming that positively supports parent/child communication and guidance.
- 3. Periodically conduct parent surveys to assess their attitudes and to determine specific topics to be taught.
- 4. Program materials must be age and culturally appropriate and include data regarding student needs, knowledge, and behavior in order to plan programs of prevention that meet the needs of all students.
- 5. Implement reproductive health education programs that are research-based and consistent with the principles of effective instruction.
- 6. Utilize well trained staff providing them with support and on-going professional development.
- 7. Maintain a MDE approved District Reproductive Health Education Supervisor.
- 8. Maintain an advisory board to review program progress and make necessary recommendations to programming.

Reproductive Health Curriculum

- 9. Ensure that all curriculum materials used are formally adopted in the required manner.
- 10. Offer parents the right to review curriculum and excuse their child from programming.

3000.02

Parental Involvement

The Board strongly encourages and supports the involvement of parents in their children's education. The Superintendent will develop and implement procedures, in consultation with parents, which include:

- The manner in which the School District will cooperate with parents of students to develop students' intellectual and vocational skills in a safe and positive environment;
- The manner in which the School District will permit parents to review the School District's curriculum, textbooks and teaching materials;
- The manner in which the School District will permit parents to observe instructional activities, other than testing and assessments, in which their students are enrolled and present; and
- The manner in which the School District will permit the disclosure or use of student information for purposes of sales or marketing.

Parental involvement is also considered a key component of federal Title 1 programs. In order to help build a partnership between home and school for purposes of Title 1, the School District:

- Informs parents of the program, the reasons for their children's participation and the specific instructional objectives;
- Trains parents to work with their children to attain instructional objectives;
- Trains teachers and other staff involved in Title I programs to work effectively with the parents of participating students;
- Consults with parents on a regular basis;
- Provides opportunities for parents to be involved in the design, operation and evaluation of the program; and
- Provides opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

The Superintendent will develop and implement procedures that are compliant with Title I. The procedures are to support the above principles and actions and also assure that services provided with state and local funds in Title I schools are comparable to those provided in non-Title I schools in the School District.

3000

Title | Program Parent Involvement

In accordance with the requirements of Sections 1111(h)(6) of Title I, for each school receiving Title I funds, it is the procedure of the Wyandotte School District to ensure that parents of Title I identified students have an adequate opportunity to participate in the design and implementation of the Title I program services. To that end, the District will follow the specific regulations of the federally legislated Title I program.

Annual Meetings - The District will inform parents annually of the schools' participation in the Title I Program and their rights to be involved. The requirements and overview of each program offered in the school will be discussed and reviewed.

Flexible Number of Meetings - The District will develop strategies to address the barriers in which impede parents from being active participants in their child's education (flexible meeting times, limited English and/or literacy skills, economic disadvantage issues, disability, etc.).

Parent Involvement in Program Improvement - The District will include parents in the planning, review, and improvement of the parental involvement procedure and the school-wide program plans.

Timely Information - The District will provide parents with timely information concerning the Title I program.

Curriculum and Assessments - Parents will be informed and updated on students' progress and expectations, through report cards, State and local assessment results, District-wide parent/teacher conferences, and workshops.

Suggestion Opportunities - Parents will be provided opportunities to offer suggestions regularly as needed to meet the educational needs of their children. The District Title I Coordinator will respond in a timely manner.

District-wide Program Plan - All dissatisfied parent comments about the District-wide plan will be made available for the local educational agency.

Compact - Each Title I School in the District will have a compact that outlines how staff, parents, and students will share the responsibility of improving student achievement and will build a partnership that achieves the State's Standards.

Parent/Teacher Conferences - K-8 will hold an annual parent conference that they will discuss the compact and how it relates to student achievement.

Title | Program Parent Involvement

Student's Progress - All parents within the District will be informed frequently through the school year about their child's academic progress through progress reports, report cards and State and Local Assessment Reports.

Participation and Opportunities - Parents will have reasonable access to staff and opportunities to volunteer, participate and observe in the classroom.

Assistance to Parents - The District will provide assistance to parents in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, how to monitor a child's progress, and work with educators to improve the achievement of their children.

Materials and Training - The District will help parents work with their children to improve their children's achievement.

Integrating Parent Involvement Programs - All schools will coordinate and integrate parental involvement programs and activities with GSRP preschool, public preschool, Home-Bound, ECP preschool, etc. to encourage and support parents in more fully participating in the education of their children.

Family Friendly Language - All communications through the District will be formatted in a language that parents can understand.

Parent Meetings - Parents meetings will be offered to maximize parent involvement and participation.

Other Reasonable Support - All schools within the District will provide reasonable support for parent involvement activities at parent's request.

Additional Opportunities - All parents in the District will be provided full opportunities for participation regardless of disabilities, limited English proficiency, or migratory status. They will also be provided communication in a language they can understand.

3000.03

Instruction

To the maximum extent feasible, student instruction will be delivered using research based and peer reviewed instructional methodologies. The Superintendent may develop procedures that are consistent with this policy.

3000.04 Textbooks and Other Instructional Materials

The Superintendent will recommend to the Board, for its approval, textbooks and other instructional materials that are compatible with the School District's curriculum. The Superintendent may utilize well qualified administrators and teachers to assist in the selection of textbooks and instructional materials to be recommended to the Board.

Textbooks, Media Center Materials, Curriculum Materials & School Supplies

The following shall govern the provisions of textbooks, curriculum materials, and school supplies:

Textbooks & Media Center Materials

- 1. Textbooks and Media Center materials shall be loaned or furnished to pupils without any charge.
- 2. Students may be assessed for damage to textbooks up to the amount necessary to replace or repair the damages, as well as fines for late returned Media Center material items.

Curriculum Materials

- 1. All required curriculum materials are furnished.
- 2. Extended projects, that could require additional materials and will become the property of the student upon completion, may have additional fees assessed.
- 3. Sheet music and large musical instruments are furnished.
 - a. Students will purchase recorders (early wind instrument).
 - b. A maintenance fee will be charged for District-loaned instruments.
- 4. Students must supply appropriate clothing and shoes for all Physical Education classes.
- 5. Students must supply appropriate basic clothing for performances (dark bottoms, white shirts, etc.).
- 6. Students may be assessed for damage to any curriculum materials up to the amount necessary to replace or repair the damages.

School Supplies

- 1. Basic school supplies, such as paper, pencils, art supplies, rulers, compasses, protractor, safety glasses and other protective equipment, etc., are provided.
- Athletic uniforms and most equipment will be provided except for shoes and some specific equipment for hockey, golf, rowing & tennis. District-provided athletic equipment and uniforms must be returned after the season is completed. Students who do not return athletic supplies may be assessed for the cost of the supplies.
- 3. Extracurricular Activities: Students will be expected to provide their own equipment/materials for most extracurricular activities.

3000.05 Selection of Media Center Materials

The Board intends that students be provided access to a wide variety of educational materials, in various media, to support learning. The Superintendent is authorized to make or approve purchases for the media center and may receive recommendations for such purchases from professional staff members, parents and students.

I. OBJECTIVES OF SELECTION

The objectives of a public school media center are to promote the intellectual, cultural, social and ethical development of students and to provide materials which extend and deepen the experiences encompassed in the curriculum. These objectives apply to all forms of information.

II. PHILOSOPHY OF SELECTION

WPS library media professionals cooperate with other school professionals in building collections of resources appropriate to the developmental and maturity levels of students. These collections provide resources which support the curriculum and are consistent with the philosophy, goals, and objectives of the school district. Resources in school library media collections represent diverse points of view and current as well as historic issues. Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by their personal, political, social, or religious views. Students and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan, doctrinal disapproval. School library media professionals resist efforts by individuals to define what is appropriate for all students or teachers to read, view, or hear.

The responsibility of all WPS library media centers is:

- To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.
- To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students serviced.
- To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural and aesthetic appreciation, and ethical standards.
- To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
- To provide a written statement, approved by the local Board of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.
- To provide qualified professional personnel to serve teachers and students.

Media Center Resource Selection

III. RESPONSIBILITY FOR THE SELECTION OF MATERIALS

The Wyandotte Board of Education is legally responsible for book selection for its school libraries, as well as for all other school activities. The Superintendent and Principal operate within policies determined by the Board. In library book selection, the responsibility is delegated to the media professionals and the teachers to make recommendations for library materials through individual and committee study. The selection of materials is a continuous and cooperative process meeting the needs of curriculum changes and additions. Even though the media professionals work closely with others in developing the collection, the final responsibility rests with the professional librarian.

IV. SELECTION AIDS

Direct examination of potential materials is invaluable in the selection process. When it is not possible, published reviews and quality selection tools must be used. Other aids in the selection process include visits to evaluation centers and other libraries and exhibits at conferences. Identification of specific titles is a joint effort among teachers, the library media staff, the students, and meets needs determined both formally and informally.

V. SPECIFIC GUIDELINES

Though care is taken to select valuable books for student reading, occasional objections to a selection will undoubtedly be made. Many books are open to objections in one or more general areas:

- in the treatment of ideologies, of minorities, of love and sex
- in the use of language not approved by certain segments of society
- in the type of illustrations
- in the private life or political affiliations of the author
- in guestions concerning science and religion

These objections can be answered if the procedures presented below are understood and applied:

Religion - Factual, unbiased material which represents all major religions should be included in the library collection.

- Ideologies The library should make available basic factual information on the level of its students, on any ideology or philosophy which exerts a strong force, either favorably or unfavorably in government, current events, politics, education, or any other phase of life.
- Sex and profanity The fact of sexual incidents or profanity appearing in a book should not automatically disqualify it. Rather the decision should be made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with, and whether the book is of literary value. Factual material of an educational nature on the reading level of the students, or for teacher use should be included in the library collection.

Media Center Resource Selection

Science - Medical and scientific knowledge should be made available without any biased selection of facts.

VI. PROCESS OF DESELECTION OF LIBRARY MATERIALS

Weeding, or de-selection, should occur naturally throughout the course of the school year. However, it is often left to be accomplished when the yearly inventory is scheduled, both tasks being done simultaneously. The media professionals weed in many modes: weeding the more worn duplicates from the collection when there is not ample need or room for them; weed from the reference collection to the open stack collection; or from open stacks to repair/replace, or permanently remove. Major criteria for de-selection are as follows:

- 1. Relevance of information to the curriculum.
- 2. Age of materials and information within.
- 3. Appropriateness to the defined level of users.
- 4. Accuracy of information.
- 5. Growth or change in that area (i.e. technology)
- 6. Biased treatment of a subject.

Different subject areas of the collection will have different ranking systems prioritizing the criteria above. Weeded-out materials shall be kept together and reviewed again by the media professionals before any permanent decision is made. Faculty of that school should be informed that items in their area of expertise are being weeded and asked for their input. The media professionals should reassure faculty that newer, more appropriate materials to support the curriculum will replace the weeded items, as the budget will allow and growing with time.

VII. PROCEDURES FOR HANDLING CHALLENGED MATERIALS

Any resident or employee of the school district may formally challenge resources used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

A. REQUEST FOR INFORMAL RECONSIDERATION

The school receiving a complaint regarding a resource shall try to resolve the issue informally:

- 1. The Principal or School Library Media Specialist shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
- 2. The Principal or School Library Media Specialist shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of

Media Center Resource Selection

the resource. When acceptable to challenger, students may be offered alternative resources.

3. If the questioner wishes to file a formal challenge, a copy of the Media Center Resource Selection Procedures and a Reconsideration Committee Information Procedures form shall be handed or mailed to the party concerned by the Principal.

B. REQUEST FOR FORMAL RECONSIDERATION

- Each school will keep on hand and make available Reconsideration Committee Information Procedures forms (see Procedure 3000.06). All formal objections to resources must be made on these forms.
- 2. The Reconsideration Committee Information Procedures form shall be signed by the questioner and filed with the Principal.
- 3. The Superintendent shall be informed of the formal complaint received.
- 4. The Reconsideration Committee Information Procedures form shall be referred to the Reconsideration Committee, which reports to the Board of Education. (A Reconsideration Committee shall be appointed as needed as an Adhoc Committee of the BOE.)
- 5. The Reconsideration Committee shall report to the Board of Education as a whole to make the final determination.

C. RECONSIDERATION COMMITTEE

- 1. Upon receipt of a request for formal reconsideration, the following shall take place:
 - a. Notify all involved staff members.
 - b. Appoint a Reconsideration Committee including the following members as appropriate:
 - i. One member of the District administrative staff chosen by the Superintendent.
 - ii. 2 members of the school's teaching staff (chosen by the school's Principal.)
 - iii. One School Library Media Specialist, who will act as the committee chairperson.
 - iv. One parent chosen by the Board President
 - v. One resident chosen by the Board President
 - c. Notify all members so they can prepare; supply them with the material in question, a copy of the Media Center Resource Selection Procedures and reviews of the material, if possible.
 - d. Arrange for a Reconsideration Committee meeting within ten (10) working days after the complaint is received.
- 2. The Reconsideration Committee may choose to consult district support staff and/or a community person with related professional knowledge.

Media Center Resource Selection

3. The Reconsideration Committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the District's Media Center Resource Selection Procedures.

D. RESOLUTION

- 1. The Reconsideration Committee shall:
 - a. Examine the challenged resource
 - b. Determine professional acceptance by reading critical reviews of the resource
 - c. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context
 - d. Discuss the challenged resource in the context of the educational program
 - e. Discuss the challenged resource with the individual questioner when appropriate
 - f. Discuss the option of "flagging" a book for parental permission
 - g. This Adhoc Committee of the Board of Education will be considered a public body and must follow the Open Meetings Act (and may be aired live or taped and aired on cable TV later).
 - h. Prepare a written report.
- 2. The written report shall be discussed with the individual questioner, if requested.
- 3. Files will be kept on complaints and on titles that have been the source of complaints.
- 4. The written report shall be retained by the School Principal, with copies forwarded to the Superintendent. A minority report may be filed.
- 5. The Committee's decision shall be reached by simple majority of the entire Committee. This decision shall be given to the Board of Education. The decision of the Board of Education will be the final decision, which will be binding at all buildings.

3000.06

Parental Objections

The Superintendent will develop procedures that provide an opportunity for the presentation and fair consideration of parental objections to the School District's curriculum, the selection of textbooks and other instructional materials and media center materials.

Reconsideration Committee Information

١. **REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR LIBRARY MEDIA CENTER MATERIALS**

Au	thor: 🗖 Book 🗇 Periodical 🗇 Other				
Tit	le:				
Pu	blisher & copyright date:				
Re	quester's Name:				
Ad	dress:				
Te	lephone (Home): Telephone (Work/Cell):				
Do	you represent: 🗖 Yourself 🗖 An Organization (name):				
	Other group (name):				
1.	What in the publication do you find objectionable? (Please be specific. Cite page, paragraphs and lines. Use an additional page or the back of this page if necessary.)				
2.	What do you feel might be the result of reading/viewing this publication?				
3.	What do you understand to be the general purpose for using this publication?				
	a. To provide support for a unit in the curriculum \Box Yes \Box No				
	b. To provide a learning experience for the reader \Box Yes \Box No				
	c. Other:				
4.	For what age group would you recommend this publication?				
5.	What do you believe is the theme of this publication?				
6.	Are you aware of judgments of this publication by literary critics?				
7.	What would you like your Library Media Center / School to do about this publication?				
	Do not assign/lend it to my child(ren).				
	Request parental permission prior to lending to my child(ren)				
	Return it to the staff selection committee/department for reevaluation				
	□ Other:				
8,	In its place, what publication would you recommend that would convey as valuable a picture and perspective of the subject treated?				
	Signature Date				

Reconsideration Committee Information

II. FICTION: RECONSIDERATION COMMITTEE'S CHECKLIST FOR REVIEW

Date:		
Title:		
Author:		

PURPOSE:

- 1. What is the purpose, theme, or message of the material? _____
- 2. How well does the author/producer/composer accomplish this purpose? _____
- 3. If the story is fantasy, is it the type that has imaginative appeal suitable for children?
 I Yes
- 4. For young adults? 🗖 Yes 🗖 No
- 5. If both are marked no, for what age/grade group would you recommend this item?
- 7. Are any questionable elements of the story an integral part of a worthwhile theme or message? Yes No

APPROPRIATENESS:

- 1. Is the material in accordance with the goals and objectives of the Media Center Resource Selection Procedures? Ves No
- 2. Is it appropriate for the age level it was intended?
 Yes
 No

CONTENT:

- 3. Do characters speak in a language true to the period and section of the country in which they lived? □ Yes □ No
- 5. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children?
 Yes
 No
- 6. For young adults? 🗖 Yes 🗖 No
- 7. If there is any offensive language, is it appropriate to the content and the age level of both reader and character? □ Yes □ No

Effective Date: September 6, 2015

Reconsideration Committee Information

II: FICTION CHECKLIST CONTINUED:

	. Does the story give a broader understanding of human behavior without stressing any differences in class, race, color, sex, education, religion, or philosophy in any derisive way?			
	Are the illustrations appropriate or in good taste?			
	Are the illustrations realistic in relation to the story?			
14	Additional comments:			
RE	VIEWS:			
1.	Source(s) of review(s)			
2.	Favorable review? Unfavorable review?			
3.	Does this title appear in one or more reputable selection/review aids? 🗖 Yes 🗖 No			
4.	. If yes, please list titles of selection/review aids.			
5				
	Additional Comments:			

Reconsideration Committee Information

III. NON-FICTION: RECONSIDERATION COMMITTEE'S CHECKLIST FOR REVIEW

Date:			
Title:		_	
Author:			

PURPOSE:

1.	What is	the	overall	purpose	of the	material?
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2. Is the purpose accomplished? 🗖 Yes 🗖 No

AUTHENTICITY:

- 2. What is the reputation and significance of the author and publisher/producer in the field?

3.	Is the material up-to-date?	🗖 Yes	🗖 No
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- 5. Are translations and retelling faithful to the original? 🛛 Yes 🗂 No

APPROPRIATENESS:

- 1. Is the material in accordance with the goals and objectives of the Media Center Resource Selection Procedures? □ Yes □ No

CONTENT:

1. Is the content of this material well presented by providing adequate scope, range, depth, continuity? □ Yes □ No

- 2. Does this material present information not otherwise available?

 Yes
 No

Reconsideration Committee Information

III. NON-FICTION CHECKLIST CONTINUED:

REVIEWS:

- 1. Source(s) of review(s)_____
- 2. Favorable review? ______ Unfavorable review? ______
- 4. If yes, please list titles of selection/review aids.

5. Additional Comments: _____

3000.07

School Year / School Calendar

The Superintendent will develop and recommend for approval by the Board a school year that is consistent with the Board's policies on Student Learning and Achievement. The school year adopted by the Board will meet all applicable legal requirements and, to the extent feasible, will be coordinated with the school year calendars of the intermediate school district and neighboring school districts.

3000.08

School Day

The Superintendent will develop and recommend for approval by the Board a school day that is consistent with the Board's policies on Student Learning and Achievement. The school day will meet all applicable legal requirements.

3000.09

Limited English Proficiency

The Board is committed to providing equal educational opportunities for all students in the School District. This includes students who have an English language deficiency. The Superintendent will develop and implement programs of instruction that:

- Appropriately identify students who have an English language deficiency;
- Provide appropriate instruction to limited English proficient students to assist them in gaining English language proficiency; and
- Annually assess the English proficiency of students and monitor their progress in order to determine the degree to which they may participate in a regular classroom environment.