

## **CURRICULUM DEVELOPMENT AND ADOPTION OF INSTRUCTIONAL MATERIALS**

The board recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the curriculum shall be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum growth. Instructional materials shall be selected to assist students in attaining the basic academic and work skills as required by the state.

All new courses or major modifications to existing courses must be approved by the superintendent prior to implementation. The superintendent, in turn, shall inform the board before the new course or major revision to an existing course is implemented.

The superintendent shall establish procedures for curriculum development which provide for involvement of community representatives and staff members at appropriate times, the annual review of selected areas on a cyclical basis, and any suggested changes that should be made as a result of the curriculum study. Such review shall take place at least once during each seven-year period.

### Selection and Adoption of Instructional Materials

The board is legally responsible for the selection of all instructional materials used in the district. ~~Instructional materials shall be defined as all printed, filmed or recorded materials furnished by the district for student use and/or included on students' reading lists.~~ Instructional materials shall be defined as resources used as part of the instructional process including books and other printed material, online content and other digital resources, assessments, and realia. The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials shall be selected in conformance with:

- A. applicable state and federal laws,
- B. the stated goals and/or standards of the district, and
- C. procedures established by the instructional materials committee.

### Definitions

Core Instructional Materials –Items used as primary resources for instruction including books and other printed material, online content and other digital resources, assessments, and realia.

Supplemental Materials — Non-print and print instructional materials, other than approved textbooks, used to support or reinforce instruction. The term “supplemental materials” does not include class sets of instructional texts.

Textbooks — Books, in a variety of formats, such as print, e-books and audio books.

Book - a written work that has been published. Books are available in a variety of formats, such as print, audio recordings and e-books (books whose contents are in an electronic format).

Educational and Documentary Videos — Non-dramatic videos produced for educational purposes and generally non-rated.

Full-Length Feature Videos — Dramatic videos produced for entertainment purposes and usually rated.

Multimedia - The integration of multiple forms of media. This includes animation, audio, graphics, images, photographs, text, video, etc. For example, a presentation involving audio and video clips would be considered a “multimedia presentation.”

Realia - Objects from real life used in classroom instruction. Realia includes coins, tools, games, toys, and other objects that do not easily fit into categories like books, periodicals, and audio recordings.

Digital Learning Resources –Resources acquired or accessed digitally and used for instructional purposes. Online programs, computer programs, applications, databases, online videos, and digitally based collaborative communities.

### Instructional Materials Committee Membership

This committee shall consist of two faculty members from each building, the superintendent or her/his designee, ~~and district librarians~~, with the superintendent or the director of learning as ~~chairman~~. Members shall be appointed by the ~~superintendent~~ chair. The ~~superintendent~~ chair shall designate a committee member to serve as secretary.

The ~~and~~ the secretary shall be permanent members of the committee. Other members shall have two-year terms. Temporary appointments may be made to fill vacancies.

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

### Digital Learning Resources Committee

This committee shall consist of the district librarians or technology teachers from each building, the director of teaching and learning, and the technology director.

The committee, with approval of the superintendent, shall establish and monitor such procedures as may be necessary for implementing this policy, specifically in relation to digital learning resources, multimedia, and videos.

## Criteria for Selection of Instructional Material

Staff shall rely on reason and professional judgment in the selection of high quality materials that comprise a comprehensive collection appropriate for the instructional program. Instructional materials selected shall include, but are not limited to, those which:

- A. Enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served.
- B. Stimulate student growth in conceptual thinking, factual knowledge, physical fitness and literary and ethical standards.
- C. Provide sufficient variety so as to present opposing views of controversial issues in order that students may develop the skills of critical analysis and informed decision making.
- D. Contribute to the development of an understanding of the ethnic, cultural, and occupational diversity of American life.
- E. Present objectively the concerns of and build upon the contributions, current and historical, of both sexes, and members of religious, ethnic and cultural groups. The district recognizes that under certain conditions biased materials may represent appropriate resources in presenting contrasting and differing points of view.
- F. Provide models which may be used as a vehicle for the development of self-respect, ethnic pride and appreciation of cultural differences, based on respect for the worth, dignity, and personal values of every individual.
- G. Are aligned to state standards per content area or are aligned to recognized professional standards for content areas where state standards are not defined, e.g. foreign language.
- H. Are accessible to all students.

Any requests from organizations which provide instructional materials and/or aids must be examined to insure that such materials meet the criteria above. The principal shall review for accuracy and educational value to the total school program all materials or activities proposed by outside sources for student or staff use.

The responsibility for preparing all student reading lists and for examining, evaluating and selecting all supplementary materials is delegated to the professional staff of the district.

~~Textbooks~~ All core instructional resources shall be adopted by the board prior to their use in schools except for trial-use ~~texts~~ of a pilot nature, which may be authorized by the superintendent for use for a period of no more than one school year prior to board adoption. Materials approved for trial use shall be restricted to classes specified.

The superintendent shall insure that a listing of all textbooks used within the school curriculum is maintained in every district school and is available for public review.

## Citizen 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 Instructional Materials 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.

Cross References:	Board Policy 6881	Surplus property
Legal References:	RCW 28A.405.060 28A.320.230 28A.150.230 28A.640	Course of study and regulations Instructional materials-- Instructional materials committee Basic Education Act of 1977— District school directors as accountable for proper operation of district--Scope—Responsibilities— Publication of Guide Sexual Equality Mandated for Public Schools
	WAC 392-190-055 180-44-010	Textbooks and instructional materials Responsibilities related to instruction

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