



CURRICULUM DEVELOPMENT AND ADOPTION OF INSTRUCTIONAL MATERIALS

The board recognizes its responsibility for the improvement and growth of the educational program of the District's schools. To this end, curriculum and instructional materials shall be evaluated, adopted and developed on a continuing basis and in accordance with a plan for curriculum improvement. Instructional materials shall be defined as all printed, filmed, digital or recorded materials furnished by the district for student use.

Instructional materials shall be selected to assist students in attaining the Common Core State Standards, the Washington State Essential Academic Learning Requirements, and district standards. A five year curriculum materials review schedule shall be prepared, updated, and maintained by the Teaching and Learning Department and shall be reviewed annually by the Board of Directors. Curriculum review should be a data-driven process based on state and district assessments, changing demographics and other pertinent information.

Approval of Instructional Materials

The board is legally responsible for the approval of all core instructional materials used in the district. New instructional materials for classes or courses meeting the description of a major adoption, as defined by Procedure Policy No. 2020P, shall be formally adopted by the board prior to their use in schools except for trial use of a pilot nature, which may be authorized by the superintendent for a period of no more than one school year prior to board adoption. Instructional materials approved for trial use shall be restricted to classes specified.

Adoption of Instructional Materials

The superintendent/designee shall establish procedures for an instructional materials review, selection, and approval process, that provides for the involvement of community representatives and staff members according to a schedule developed by the Teaching and Learning department and reviewed annually with the Board of Directors.

Involvement of the professional staff and community representatives in the review process will be through the Instructional Materials Committee and the Curriculum Adoption Committee.

Instructional Materials Committee

An Instructional Materials Committee (IMC) will be a standing committee of the district, responsible for recommending the adoption of core instructional materials to the Board of Directors. This committee will be chaired by the Executive Director of Teaching and Learning or his/her designee and shall consist of representative members of the district's professional staff, including representation from the district's curriculum adoption committees, teachers from each level, principals or assistant principals from each level, and staff from the Teaching and Learning department. The committee may include parents, provided that parent members shall make up less than one-half of the total membership of the committee. All members of the committee will be appointed by the Superintendent and approved by the Board of Directors.

Curriculum Adoption Committee

A Curriculum Adoption Committee (CAC) will be established as an ad hoc committee to review the core instructional materials for a content area. The CAC will be selected by the Superintendent or his/her designee and may be comprised of principals and/or assistant principals, teachers, library specialists, instructional coaches and/or facilitators, counselors, and/or district office administrators and staff. Parent representatives will also be included as will other community members who are competent to advise the CAC from expertise in their respective fields, as appropriate.

The CAC will make recommendations to the Instructional Materials Committee (IMC), which will then make a final recommendation to the Board of Directors.

Criteria for the Selection of Instructional Materials

The primary objective in selecting instructional materials is to implement, enrich, and support the curriculum and educational programs designed to help all students achieve at high levels. All instructional materials shall be selected in conformance with:

1. Applicable state and federal laws and regulations
2. The stated learning goals and/or standards of the state and district
3. Procedures established by the Instructional Materials Committee (IMC)

The IMC will establish procedures to eliminate, in all textbooks and instructional materials including reference materials and audio visual materials, 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 any sensory, mental or physical disability, or the use of a trained dog guide or service animal.

Citizen Participation in the Instructional Materials Process

Should a citizen wish to make a formal protest regarding specific material used in the school system, she/she must use the form for requesting reconsideration of instructional materials. This form is available in the district office and from building principals. 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.320.230	Instructional materials — Instructional materials committee
	RCW 28A.150.230	Basic Education Act of 1977 — District school directors as accountable for proper operation of district — Scope — Responsibilities — Publication of Guide
	RCW 28A.640	Sexual Equality Mandated for Public Schools
	WAC 392-190-055	Textbooks and instructional materials