

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 skills 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, will 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

Instructional materials will be defined as all printed, filmed or recorded materials furnished by the District for student use and/or included on students' reading lists. The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools.

Core instructional materials are the primary materials used to teach the grade level expectations. When core materials are not fully aligned with the grade level expectations, supplemental materials shall be used to supplement the core materials. Resource materials are materials that, by their nature, such as a newspaper article, website, or other resources of a timely nature, must be selected by staff for student use. The Board shall formally approve the use of core instructional materials and supplemental instructional materials. The Board shall delegate to professional staff the selection of resource materials. 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. Established by the instructional materials committee.

Criteria for Selection of Instructional Material

Staff shall rely on reason and professional judgment in the selection of materials 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. Eliminate sex discrimination and sex bias.
- G. 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.
- H. Eliminate in all textbooks and instructional materials, including reference materials and audio-visual materials, bias pertaining to sex, race, creed, religion, color, national origins, 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. In accordance with WAC 392-190-055(5) instructional materials with bias may be used if materials have been determined to have educational value.

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.

In accordance with RCW 28A.320.320, the District shall have an Instructional Materials Committee (IMC). Members of the IMC shall be appointed annually by the Superintendent and approved annually by the Board of Directors. The Superintendent shall develop procedures for the selection of instructional materials and procedures for the removal of instructional materials.

Textbooks 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.

References: Board Policy 7251 Surplus property

Legal References:

RCW 28A.405.060	Course of study and regulations
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
RCW 28A.640	Sexual Equality mandated for Public School
WAC 392-190-055	Textbooks and instructional materials
WAC 180-44-010	Responsibilities related to instruction

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