



CURRICULUM DEVELOPMENT AND ADOPTION OF INSTRUCTIONAL MATERIALS

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 state EALR's and district standards.

A course of study which is offered to students shall include a description of:

- Materials and/or equipment to be used to teach the standards,
- Matching assessments,
- The relationship of the course to other courses offered within the school and the district, and
- Staff development plan for curriculum implementation.

In addition, any proposal for a new curriculum must include estimated start-up costs and projected annual costs. All new courses or major modifications to existing courses must be approved by the superintendent or designee 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. Curriculum review should be an ongoing, data-driven process based on state and district assessments, changing demographics and other pertinent information.

Curriculum Adoption

The board is responsible for assuring that a quality program is offered which is consistent with the expectations of the parents and students of the district.

Courses of study and/or program offerings must reflect the needs of students, and be aligned with state and district standards. As needs change, program offerings must respond. At the beginning of each school year, the superintendent shall advise the board of any program changes, additions or deletions that are planned for the year.

With the exception of certain music and physical education classes which may have specific entry level performance standards, all classes may have specific entry level performance standards, all classes, including but not limited to health, physical education, technology, business, and family and consumer science shall be accessible to students regardless of sex.

Selection and Adoption of Instructional Materials

The board is legally responsible for the selection of all instructional materials used in the district. 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. Primary curriculum materials shall be 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. Materials approved for trial use shall be restricted to classes specified.

Instructional Materials Committee Membership

An Instructional Materials Committee will be appointed by the Director of Curriculum and Instruction. The Committee shall include as a permanent member the Director of Curriculum. Non-permanent members represent all levels of instruction and administration. To be eligible, a non-permanent member shall have completed three years of service, one of which was in the District.

Criteria for the Selection of Instructional Materials

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 standards of the district, and
- C. Procedures established by the instructional materials committee and curriculum adoption process.

Citizens 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 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.

Conditions for Loan and Sale of Instructional Materials

Free instructional materials may be made available for loan to students when, in the judgment of the board members, the best interests of the district will be served by such a decision. The professional staff will maintain records necessary for the proper accounting of all instructional materials and will set forth conditions for student replacement of lost or badly damaged materials. New and used materials currently utilized in the instructional program will be sold at the replacement cost of each item.

Used materials no longer in basic or supplementary use will be sold at a price reflecting the depreciated value of the materials. Instructional materials that do not meet current district standards for subject content, sex balance, ethnic content or are not repairable may be declared obsolete by the superintendent and disposed of per district policy.

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