

Curriculum Development and Adoption of Instructional Material

- A. Initiating and coordinating the curriculum planning process
Initiating and coordinating the curriculum planning process shall be the responsibility of the Curriculum and Instruction Department under the direction of the superintendent. A cycle shall be established in which curriculum shall be evaluated, developed, selected, implemented, reviewed, and monitored. Staff development to assure effective pedagogical practices will be delivered to all teaching staff as an integral part of the implementation phase.

The phases of the cycle are as follows:

Phase I - Curriculum Audit

The goal of Phase I is to ensure that curriculum and instruction decisions are based on current law, current research, and federal, state, and local policies.

To complete this phase the following tasks should be accomplished:

1. A Curriculum Development Committee should be appointed by the person responsible for the Curriculum and Instruction Department to review laws, district policies and guidelines, national research, current educational studies, instructional models and national standards, and to collect data on district student performance.
2. A system should be recommended by the committee for gathering and analyzing input from the community, teachers, administrators, and students when appropriate.
3. The committee should recommend procedures and instruments for assessing current program effectiveness.
4. The person responsible for the Curriculum and Instruction Department will assure that information is gathered pursuant to the committee recommendations.

Phase II - Curriculum Development

The goal of Phase II is to develop appropriate grade level or course expectations aligned to state standards, select instructional materials and technology, suggest supplemental instructional materials, suggest instructional strategies, and suggest instructional timelines and assessment procedures for measuring student achievement.

To complete this phase the following tasks should be accomplished:

1. The committee should review the evaluation materials from Phase I.
2. For the purpose of selecting instructional materials reflective of the diversity in our community, the Curriculum Development Committee should review instructional materials using written criteria for evaluating materials according to content, bias, and format. The written criteria should be approved by the person responsible for the Curriculum and Instruction Department.

3. The committee should recommend to the person responsible for the Curriculum and Instruction Department appropriate instructional materials for consideration.
4. The committee should recommend to the person responsible for the Curriculum and Instruction Department a plan of action for piloting (when appropriate) the recommended materials and a procedure for including as many staff members as possible in the final selection process.
5. The committee should recommend to the person responsible for the Curriculum and Instruction Department an estimate of resources needed for district implementation of recommended programs, including resources for staff development necessary to assure successful implementation.
6. The committee should recommend to the person responsible for Curriculum and Instruction Department a plan and an estimate of resources needed for ongoing staff development to assure effective delivery of the curriculum.
7. The Curriculum and Instruction Commission, acting as the Instructional Materials Committee for the district, shall review the process used by the committee for selecting the recommended instructional materials.
8. Utilizing the information and procedures provided by the Curriculum Development Committee, the person responsible for the Curriculum and Instruction Department shall recommend to the superintendent a program of study, necessary instructional materials, and staff development needs for assuring effective delivery of the curriculum.

Phase III - Curriculum Implementation

The goal of Phase III is to implement newly adopted programs of study throughout the district in an effective manner and to conduct appropriate staff development.

1. Materials will be purchased according to the Curriculum Review and Implementation Cycle.
2. Staff will receive inservice on effective pedagogical practices for delivering the adopted program. The inservice opportunities will occur for all staff and will be reinforced at the time of adoption and each year pursuant to the inservice plan developed in Phase II, Step 6.

Phase IV - Continued Curriculum Implementation and Evaluation

The goal of Phase IV is to ensure that the written, taught, and assessed curricula are aligned.

1. Curriculum guides should be completed. Student outcomes, instructional materials, and assessment procedures should be correlated.
2. Curriculum guides should contain expected student grade level or course expectations, directions for using instructional materials, suggested supplemental instructional materials including technology, suggested instructional strategies, suggested instructional timelines, and assessment procedures for measuring student progress. Curriculum guides will be distributed to appropriate staff.

3. The person responsible for the Curriculum and Instruction Department will work with the person responsible for Research and Evaluation to set up a procedure for program review.

The K-12 Curriculum Review and Implementation Cycle is intended to be an ongoing cycle.

B. Selection of Supplementary Materials

Supplementary materials are other instructional learning resources which are selected to complement, enrich, and/or extend the curriculum; e.g. specialized materials selected to meet diverse needs or rapidly changing circumstances, teacher-selected resources for individual classes, student materials lists, library materials, and the district's media collection. Supplementary materials used for classroom instruction are the responsibility of the teacher using them and the appropriate administrator. The board is legally responsible for the selection of all materials used in the district. The responsibility for preparing student reading lists and for examining, evaluating, and selecting supplementary materials is delegated to the professional staff of the district. The appropriate building or program administrator is responsible for ensuring that all supplemental materials are selected through a systematic process that reflects the instructional goals and principles of the district. The professional staff will use standard review source rating systems, such as the MPAA film rating system, and recommendations of other professionals as guidelines in selecting materials. Staff are not to show any film or video with a PG-13 or R rating without parental notification and principal approval. Any video not coming from the district audiovisual library or school library must be approved by the building principal.

C. Loan and Disposal of Instructional Materials

Instructional materials may be made available for loan to students. The professional staff will maintain records necessary to account for all instructional materials and provide for student replacement of lost or damaged materials. Instructional materials that are not serviceable may be declared obsolete by the superintendent, or designee, and disposed of per state legal requirements.

D. District Instructional Materials Committee

The Curriculum and Instruction Commission, acting as the Instructional Materials Committee for the district, shall serve as the Review Committee for reconsideration of challenged materials and make recommendations in writing to the person responsible for the Curriculum and Instruction Department or designee.

1. Reconsideration of Challenged Materials

Any parent/guardian or person having control or custody of any student enrolled in Tacoma School District No. 10 may arrange, upon written request to the building principal, a specific time to review and examine all instructional materials of whatever nature, whether audio or visual, used, or to be used in any course of instruction in which the child or children may be enrolled, except examination materials in advance of the date of examination.

2. Statement on Challenged Materials

It is recognized that opinions differ concerning appropriateness of instructional materials. Occasionally an individual or group may find instructional material used in Tacoma School District No. 10 in conflict with their views. Therefore, in accordance with provisions of RCW 28A.150.230f, the following procedures have been established “to provide a system for receiving, considering, and acting upon written complaints regarding instructional materials” used by the district.

3. Filing of Complaints

All complaints must be presented in writing to the building principal on a Request for Reconsideration of Instructional Materials Form and will include the name of the author, the title, the publisher, and the objections by pages and items; or in case of materials other than printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

4. Procedure for Handling Complaints

When a complaint is received by a principal, the principal will acknowledge the receipt of the complaint and answer any questions regarding procedure. The principal will then notify the person responsible for the Curriculum and Instruction Department, the appropriate level assistant superintendent, and the teacher or teachers involved. The person responsible for the Curriculum and Instruction Department will work with the building principal(s) involved to determine whether the complaint should be considered an individual request or if a review committee should be activated to reevaluate the material.

5. Procedure for Individual Request

After a parent or guardian has completed the Request for Reconsideration of Instructional Materials Form, an individual student may be excused from using challenged materials pending a review. The student shall be provided with alternate materials of equal merit.

6. Materials Pending Reevaluation

The use of challenged materials by class, school, or district shall not be restricted until final disposition has been made by the appropriate review committee. Individuals may be excused from using challenged materials according to the Procedure for Individual Request.

7. Committee Review Procedures

The review committee shall be under the direction of the person responsible for the Curriculum and Instruction Department. All committee members shall be selected by the person responsible for the Curriculum and Instruction Department and the appropriate level assistant superintendent and shall consist of five or more members from the administrative and instructional staff and two or more parents and/or community members. Parent and/or community membership on the committee shall make up less than one-half of the total membership of the committee. The appropriate level assistant superintendent shall serve as a member of the review committee. In the deliberations of challenged materials, the committee shall consider the educational philosophy of the school district, the professional opinions of other teachers of the same subject and of other competent authorities, reviews of the materials, and the objections of the complainant.

8. Publication of Findings

The findings of the Review Committee shall be a matter of written record and transmitted to the person responsible for Curriculum and Instruction Department, who will forward the findings of the committee to the superintendent and to other interested parties.

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