Curriculum Development and Adoption of Instructional Materials

I. Definitions

A. Core Instructional Materials: Regardless of medium, are the primary instructional resource(s) used by all students (in a given class) to meet the learning standards of a course. Core instructional materials shall be adopted by the Board prior to their formal use in classrooms, with the exception of use and experiment with instructional materials for a period of time before general adoption is formalized (commonly referred to as “piloting”).

B. Supplemental Instructional Materials: Regardless of medium, are resources used at a specific school that support and enrich core instructional materials. These resources present material at a different level of difficulty or in a different fashion or medium. Supplemental materials may not be used to supplant core instructional materials or be used solely in lieu of.

C. Temporary Materials: Regardless of medium, are resources of short term value and topical interest used because of their currency of topic. Examples include newspapers, periodicals, and news broadcasts.

D. Adoption: The process of screening and selecting core instructional materials that culminates with formal action by the School Board.

E. Instructional Materials Committee (IMC): The body that makes core instructional materials adoption recommendations to the School Board.

F. District Curriculum Development Committee (DCDC): A body established whenever it is contemplated that the School Board may be asked to conduct a content area core instructional materials adoption. The DCDC serves as an advisory body to the IMC. The IMC will make all final determinations as to recommending the adoption of any core instructional materials.

G. Screening: The objective process, employed by the District Curriculum Development Committee, of identifying candidate core instructional materials and thereafter following the criteria provided by the Instructional Materials Committee to determine which two or three candidate materials shall be presented to the IMC for further review and selection.

H. Selecting: The process, employed by the IMC of reviewing and evaluating the two to three core instructional materials presented by the District Curriculum Development Committee to make a final recommendation of core instructional materials to the School Board.
II. The Instructional Materials Committee (IMC)

A. Membership

i. The Superintendent shall appoint the Director of Curriculum & Instruction to serve as its Chair.

ii. The Superintendent shall appoint the District’s Executive Director of Student Services to serve on the IMC or appoint a designee identified by the Executive Director of Student Services.

iii. The Superintendent shall appoint the Director of English Language Learning to serve on the IMC or appoint a designee identified by the Director of English Language Learners.

iv. The Superintendent shall appoint the Director of Career and Technical Education to serve on the IMC or appoint a designee identified by the Director of Career and Technical Education.

v. The Superintendent shall appoint at least two principals to serve on the IMC per the terms of office stated below.

vi. The Superintendent shall appoint at least two classroom teachers and/or library specialists and/or building based instructional coaches to serve on the IMC per the terms of office stated below.

vii. The Superintendent may appoint up to two parents/legal guardians to serve on the IMC per the terms of office stated below. If the Superintendent appoints parents/legal guardians to serve on the IMC, notice of the ability to apply to serve on the IMC shall be provided to through means reasonably calculated to ensure widespread notices of the opportunity to apply at least three weeks prior to application deadline. The application deadline shall be no later than one week prior to the formation of the IMC in order provide sufficient opportunity for applicants to be notified of their selection.

B. Terms of Office

i. The Director of Curriculum & Instruction, Executive Director of Student Services, and Director of English Language Learning shall remain standing members of the IMC, though the Executive Director of Student Services and Director of English Language Learning may appoint a designee to serve on their behalf.

ii. All other District staff and any parents/legal guardians (if appointed) shall serve on the IMC for two-year terms.
C. Roles & Responsibilities

i. The Chair of the IMC shall:
   a. Call to order and oversee IMC meetings;
   b. Ensure that all meetings and votes comply with Policy 2020 and this regulation;
   c. Nominate individuals to serve on the District Curriculum Development Committees (DCDC);
   d. Appoint a Vice-Chair to serve as Chair in the absence of the Chair; and
   e. Prepare and present the Committee’s written final recommendation of instructional materials to the Superintendent and the School Board for adoption.

ii. Each member of the IMC shall have an equal vote in the final selection of reviewed materials.

iii. Within the structure of the District’s adoption schedule, the IMC shall:
   a. Approve the timeline of each specific proposed adoption;
   b. Approve the membership of the DCDC;
   c. Develop and approve the screening criteria (using the *General Criteria for Evaluating Instructional Materials*) to be used by the DCDC and ensure that the criteria are aligned with the principles outlined in Policy 2020. The screening criteria shall satisfy both the State and District requirements of the subject and grade ranges for the adoption and the *General Criteria for Evaluating Instructional Materials*;
   d. Conduct a review of any instructional materials proposed for advancement to the IMC by the DCDC after the DCDC has completing its screening;
   e. Recommend to the Superintendent and the School Board core instructional materials to be adopted;
   f. Certify to the Superintendent and the School Board that the presentation of screened materials by the DCDC was reached following the process outlined in this regulation and in accordance with Policy 2020; and
g. Certify to the Superintendent and the School Board that the final recommendation of the IMC was reached by following the process outlined in this regulation and in accordance with Policy 2020.

D. Support for the IMC

Staff from the District’s Curriculum & Instruction Office otherwise not appointed to the IMC shall provide administrative and professional support to the IMC at the direction of the Director of Curriculum & Instruction. However, such staff are not members of the IMC and will not participate in any determinations of the IMC.

III. District Curriculum Development Committee (DCDC)

A. Membership:

i. The Director of Curriculum & Instruction shall make nominations to a DCDC using the following guidelines:

a. DCDC nominees shall include District staff members and should include: principals and/or assistant principals, teachers, library specialists, instructional coaches, instructional facilitators, counselors, and/or centrally-based staff members as appropriate;

b. No more than 20 District staff members shall be nominated to serve on any specific DCDC;

c. Staff nominated to serve on any DCDC should reflect representation from all geographic areas of the District;

d. The staff nominated to serve on any DCDC must include staff members who have experience providing instruction to students eligible for Special Education Services and students eligible for English Language Learner services.

e. As appropriate, staff members who have experience in providing Career and Technical education should be nominated to serve on any DCDC that will be reviewing materials in anticipation of a proposed adoption at the secondary level where the content area at issue is one that has cross-crediting opportunities with Career and Technical education courses

f. As appropriate, content area experts (for example, professors from local universities or colleges) who are not District staff members may be nominated to a DCDC.
ii. The IMC will provide final approval of the appointment of staff members to the DCDC as set forth above.

iii. The term of an appointment to any DCDC will be determined by the IMC when approving nominations, considering the anticipated adoption timeline.

C. Roles & Responsibilities

i. The Chair of the DCDC shall:

   a. Call to order and oversee DCDC meetings;

   b. Ensure that all meetings and screenings comply with the stated Policy 2020 and this regulation;

   c. Appoint a Vice-Chair to serve as Chair in the absence of the Chair; and

   d. Present any instructional materials proposed for advancement to the IMC.

ii. Each member of the DCDC will have an equal vote in the screening of materials.

iii. The DCDC shall screen candidate curricula in accordance with Policy 2020 and this regulation, and prepare the results of the screening for presentation to the IMC (by the DCDC Chair).

IV. Screening and Selection of Core Instructional Materials

A. Identification of candidate core instructional materials shall be made by the Director of Curriculum & Instruction, or by such certificated staff as the Director may designate, and provided to the DCDC for screening.

B. The screening of core instructional materials shall be done by a DCDC in conformance with Policy 2020 and under the following guidelines:

   i. The DCDC shall follow the screening criteria as established by the IMC; and

   ii. The DCDC shall follow the Washington Models for the Evaluation of Bias Content in Instructional Materials document, published by the Office for the Superintendent of Public Instruction for the State of Washington, and use its General Criteria for Evaluating Instructional Materials framework
to identify and screen materials in support of the elimination of bias in instructional materials, in accordance with its implementation in the established criteria; and

iii. That the publishers of the selected core instructional materials submit National Instructional Materials Accessibility Standard-conformant files to the National Instructional Materials Access Center, have provided assurance that they have done so, or have instructional materials in accessible formats for direct purchase.

V. Use of Supplemental and Temporary Instructional Materials

A. The appropriate building or program administrator is responsible for ensuring that all supplemental or temporary materials are selected through a systematic process that reflects the instructional goals and principles of the District.

B. Any teacher wishing to use supplementary supplemental or temporary materials must obtain the advanced approval of the building principal before use.

C. Staff are not to show any video or electronic media content with a PG-13 or R rating without parental notification, in addition to the approval of the principal as set forth above.

VII. Receiving, Considering, and Acting Upon Written Complaints

A. A community member wishing to make a formal complaint regarding the use of specific core instructional material(s) shall use the form Requesting Reconsideration of Instructional Materials, available in the District’s Curriculum & Instruction Department.

B. The complainant will deliver the completed request form to the Director of Curriculum & Instruction, who will take the following steps to assure timely consideration of the request:

i. Set a time and place for an open hearing of the complaint by the IMC. Such hearing will be within thirty (30) school business days of the committee Director of Curriculum & Instruction’s receipt of the completed request form.

ii. Notify the complainant and appropriate staff, including those using the materials, of the time and place of the meeting. Such notification will include an invitation to present relevant information, oral or written. Oral presentation should not exceed fifteen (15) minutes, followed by fifteen (15) minutes for questions and discussion.
iii. Assemble such data, including reviews and professional opinions of the materials, the staff member’s objectives in using the materials, and the specific objections of the complainant, as may be necessary for the committee to properly judge the request for reconsideration.

C. Hearings of a community member’s request for reconsideration will be open to the public. The committee will consider all matters presented and give reasonable credit to such matters according to the weight to which they are reasonably entitled. Decisions will be by majority vote of the IMC. Decisions of the committee will be delivered in writing to the Superintendent, complainant, and affected staff within ten (10) school business days.

VIII. Providing Free Textbooks and Other Instructional Materials:

School professional staff will maintain records necessary for the proper accounting of all textbooks, supplies, and other instructional materials lent to students and will set forth conditions for student replacement of lost or badly damaged materials.

X. Deviant Needs or Rapidly Changing Circumstances

As provided in RCW 28A.320.230, the Superintendent may purchase materials to meet deviant needs or rapidly changing circumstances. The Board and IMC shall be informed of any such materials acquired on an emergency basis, and the Superintendent shall recommend a date for review of such materials by the IMC.

Cross References: Board Policy 2020

Legal References: 

- RCW 28A.405.060 Course of study and regulations
- 28A.320.230 Instructional materials—Instructional materials committee
- 28A.640 Sexual Equality Mandated for Public Schools
- WAC 392-190-055 Textbooks and instructional materials
- 180-44-010 Responsibilities related to instruction

Adopted 9/6/2013