

COURSE DESIGN, SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS

The board recognizes its responsibility for the improvement and growth of the educational program of the schools. The course designs will be evaluated, adapted and developed on a continuing basis. Instructional materials will be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve college and career readiness.

Definitions

For the purpose of policy and procedure 2020, the following definitions will apply:

Course Design is the process that includes identifying and sequencing essential content supporting students' skill development towards state learning standards. Course design involves providing appropriate instructional materials, professional development, and support systems for teachers as they implement the course.

Instructional Materials are all materials designed for use by students and their teachers as learning resources to help students to acquire facts, skills, and/or to develop cognitive processes. These instructional materials, used to help students meet state learning standards, will be printed or digital, and may include textbooks, technology-based materials, other educational media, and assessments. They will carry different licensing types from open to all rights reserved. For the purposes of this policy, there are five categories of instructional materials:

Core Instructional Materials are the primary instructional resources for a given course. They are board -approved and provided to all students to help meet learning standards and provide instruction towards course requirements.

Alternative Core Materials are the primary instructional materials for a given course that are used with a subset of students. These materials are intended to replace approved core materials and will be used for specialized course offerings or flexible learning environments.

Intervention Materials are designed to support strategic or intensive intervention for students who are at risk of not meeting established learning standards. Intervention materials are used with students to accelerate progress toward particular learning goals based on systematic assessment, decision-making, and progress monitoring.

Supplemental Materials are used in conjunction with the core instructional materials of a course. These items extend and support instruction. They include, but are not limited to, books, periodicals, visual aids, video, sound recordings, computer software and other digital content.

Temporary Supplemental Materials are those items used in conjunction with the core instructional materials of a course that are of interest or value for a short period of time and are chosen within district-established guidelines. They are not intended to supplant the adopted curriculum nor be used on a regular instructional basis. Examples might include timely articles from relevant, reliable sources, websites, or news broadcasts. The use of temporary supplemental materials for time periods of over one (1) year requires consideration of the material as either part of the core instructional material for a course or supplemental material for the course depending on the nature and scope of the material.

Instructional Materials Committee is the body that makes core instructional materials adoption recommendations to the board based on Superintendent-established procedures.

Course Design

The superintendent or designee will establish procedures for course design that:

- Provide for the regular review of selected content areas and implementation of any suggested changes.
- Provide for involvement of community representatives and staff members at appropriate times.

Selection and Adoption 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 will be selected in conformance with:

1. Applicable state and federal laws;
2. Goals and/or learning standards of the district and state; and
3. Procedures established by the instructional materials committee which address the criteria detailed in the corresponding procedure 2020P.

The school board is responsible for the approval and adoption of all core materials used in the district.

The Superintendent, or designee, will establish procedures for core material, alternate core, and intervention material selection and adoption using criteria around evidence-based practices.

The Superintendent will ensure that a listing of all core instructional materials used within the school curriculum is maintained in the district and is available for public review either in-person or online.

The intent of the board is to delegate responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to district staff members, building

principals, and the Assistant Superintendent of teaching and learning. This includes preparing all student reading lists.

Staff will rely on reason and professional judgment in the selection of high quality supplemental materials that align to state learning standards and are appropriate for the instructional program and developmental level and interests of their students.

Cross References: 2004 –Accountability Goals
2090 - Program Evaluation
2101 - Instructional Program Offerings
2104 - Federal and/or State Funded Special Instructional Programs
2106 - Program Compliance
2108 - Remediation Program
2110 - Transitional Bilingual Education
2133 - Diversity and Multicultural Education
2161 - Education of Students with Disabilities
2162 - Education of Students with Disabilities Under Section 504
2165 - Home or Hospital Instruction
2170 - Career and Technical Education
2171 - School to Work
2190 - Programs for Highly Capable Students
2195 - Academic Acceleration of High School Students
2240 - Summer School
2250 - Alternative Program Policy
2255 - Alternative Learning Programs
2402 - English Language Arts
2403 - Math
2404 - Science
2405 - Social Studies
2406 - The Arts
2407 - Health and Fitness
2410 - High School Graduation Requirements
2411 - Certificate of Educational Competency
2412 - Diplomas for Veterans
2413 - Credit Equivalency for Career and Technical Education
2415 - Department Honors
2416 - Academic Honors
2418 - Waiver of High School Graduation Credits
3210 - Nondiscrimination
3232 - Parent/Guardian and Student Rights in Administration of Surveys, Analysis or Evaluations

3241 - Student Discipline
4050 - Endorsement of Educational Materials
4218 - Language Access Plan
4220 - Complaints Concerning Staff or Programs
4320 - Cooperative Program with Other Districts and
Public Agencies
4330 - Cooperation with Private and Parochial
School and Day Care Agencies
5050 - Contracts
6000 - Program Planning, Budget Preparation,
Adoption and Implementation

Legal References:

RCW 28A.150.230 District school directors' responsibilities
RCW 28A.320.230 Instructional materials — Instructional
materials committee
RCW 28A.320.170 Tribal history and culture [as amended by
SSB 5433]
RCW 28A.405.060 Course of study and regulations —
Enforcement — Withholding salary warrant for failure
Chapter 28A.640 RCW Sexual Equality
WAC 180-44-010 Responsibilities related to instruction
WAC 392-190-055 Textbooks and instructional materials —
Scope — Elimination of bias

Adoption Date: 8/8/2005

Revised Dates: **11/12/2015, 3/25/2021**