

## INSTRUCTION

### 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. To this end, the course designs shall be evaluated, adapted and developed on a continuing basis. A cyclical curriculum review will take place at least once during each ten year period. Instructional materials shall 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.

The board recognizes that the delivery of instruction will vary among schools and staff and will be further differentiated by the learning needs of students. Nonetheless, instruction throughout the district will be derived from a common curriculum.

The board anticipates that the district curriculum will promote continuity in the acquisition of skills and knowledge from level to level and school to school. An integrated, multi-disciplinary curriculum will provide teachers, students, and parents with the district's expectations of what students should know and be able to do. Instructional staff are expected to follow the adopted core curriculum. Principals are expected to provide appropriate instructional supervision to ensure implementation.

### **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, may be printed or digital, and may include textbooks, technology-based materials, other educational media, and assessments. They may 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 district-approved and provided to all students to help meet learning standards and provide instruction towards course requirements.** Textbooks are defined as six or more copies

of specific instructional materials that provide the core instructional material for a given course (books, pamphlets, software, and on-line 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/designee 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 specified classes.

**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. Supplemental materials are not intended to supplant core curriculum adoptions.

**Instructional Materials Committee** is the body that makes core instructional materials adoption recommendations to the School 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, in conjunction with new learning standards and material adoptions.
- 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 board is responsible for the adoption of all core materials used in the district.

The superintendent, or designee, will establish procedures for core material 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. Building administrators have the authority and responsibility to deny the use of materials being used by a staff member that does not meet the above stated expectations. Supplemental materials do not require board approval unless intended for use throughout the district.

---

**Legal References:**

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

|                |                           |
|----------------|---------------------------|
| Adoption Date: | <u>September 25, 1985</u> |
| Revised:       | <u>May 27, 1987</u>       |
| Revised:       | <u>June 12, 1989</u>      |
| Revised:       | <u>May 23, 2001</u>       |
| Revised:       | <u>July 9, 2003</u>       |
| Revised:       | <u>January 25, 2006</u>   |
| Revised:       | <u>January 22, 2014</u>   |
| Revised:       | <u>September 13, 2017</u> |