

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 will be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum growth. Instructional materials will be selected to assist students in attaining the basic skills and work skills as required by the state.

All new courses or major modifications to existing courses must be approved by the superintendent prior to implementation. The superintendent, in turn, will inform the Board before the new course or major revision to an existing course is implemented.

The superintendent will establish procedures for curriculum development which provide for involvement of community representatives and staff members at appropriate times. Procedures will also provide for: the annual review of selected areas on a cyclical basis, and for implementing any suggested changes that come from the curriculum study. Such cyclical curriculum review will take place at least once during each seven (7) year period.

Selection and Adoption of Instructional Materials

The board is legally responsible for the selection of all instructional materials used in the district. Instructional materials will be defined as all printed, filmed or recorded materials furnished by the district for student use and/or included on students' reading lists. 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:

- A. Applicable state and federal laws;
- B. The stated goals and/or standards of the district; and
- C. Procedures established by the instructional materials committee.

Criteria for Selection of Instructional Material

Staff will rely on reason and professional judgment in the selection of high quality materials that comprise a comprehensive collection appropriate for the instructional program. Instructional materials selected will include, but are not limited to, those which:

- A. Enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served;
- B. Stimulate student growth in conceptual thinking, factual knowledge, physical fitness and literary and ethical standards;

- C. Provide sufficient variety so as to present opposing views of controversial issues in order that students may develop the skills of critical analysis and informed decision making;
- D. Contribute to the development of an understanding of the ethnic, cultural, and occupational diversity of American life;
- E. Present objectively the concerns of and build upon the contributions, current and historical, of both sexes, and members of religious, ethnic and cultural groups. The district recognizes that under certain conditions biased materials may represent appropriate resources in presenting contrasting and differing points of view; or
- F. Provide models which may be used as a vehicle for the development of self-respect, ethnic pride and appreciation of cultural differences, based on respect for the worth, dignity, and personal values of every individual.
- G. Eliminate in all textbooks and instructional materials including reference materials and audio-visual materials, bias pertaining to sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal.

Any requests from organizations that provide instructional materials and/or aids must be examined to insure that such materials meet the criteria above. The principal will review for accuracy and educational value to the total school program all materials or activities proposed by outside sources for student or staff use.

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. Textbooks will 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 for use for a period of no more than one (1) school year prior to Board adoption. Materials approved for trial use will be restricted to identified classes.

The superintendent will ensure that a listing of all textbooks used within the school curriculum is maintained in every district school and is available for public review.

Cross Reference(s)

Board Policy 6881 – Disposal of Surplus Equipment and/or Materials

Legal Reference(s)

RCW 28A.150.230 – District School Directors’ Responsibilities

RCW 28A.320.230 – Instructional Materials — Instructional Materials Committee

RCW 28A.405.060 – Course of Study and Regulations – Enforcement – Withholding Salary Warrant for Failure

RCW Chapter 28A.640 – Sexual Equality

WAC 180-44-010 – Responsibilities Related to Instruction

WAC 392-190-055 – Textbooks and Instructional Materials – Scope – Elimination of Bias

Management Resource(s)

Policy News, October 2010 – *Policy News*, October 2004 – Anaphylaxis Prevention Policy Required

Policy News, October 2004 – Revisions to the State Leave Sharing Program

Policy News, August 1999 – Staff May Share Personal Holiday

Adoption Date: December 16, 2015
School District Name: Mary Walker School District No. 207
Revised: 04.99; 06.11
Classification: Essential