# CURRICULUM 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 shall be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum growth. Instructional materials shall 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 School Board prior to implementation.

The Superintendent shall establish procedures for curriculum development, which may provide for involvement of community representatives and staff members at appropriate times, the annual review of selected areas on a cyclical basis, and any suggested changes that should be made as a result of the curriculum study. Such review shall take place at least once during each seven-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 shall 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 shall 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 shall rely on reason and professional judgment in the selection of materials of high quality materials that comprise a comprehensive collection appropriate for the instructional program. Instructional materials selected shall 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.

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.

Any requests from organizations which provide instructional materials and/or aids must be examined to insure that such materials meet the criteria above. The Principal shall 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 students reading lists and for examining, evaluating and selecting all supplementary materials is delegated to the professional staff of the district. 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 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 classes specified.

The Superintendent shall insure that a listing of all textbooks used within the school curriculum is maintained and is available for public review.

Cross References:

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| Board Policy | 7251 | Surplus Property |

Legal References:

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| RCW | 28A.405.060 | Course of Study and Regulations |
| | 28A.320.230 | Instructional Materials—Instructional Materials Committee |
| | 28A.150.230 | Basic Education Act of 1977—District School Directors as accountable for proper operation of District—Scope—Responsibilities—Publication of Guide |
| | 28A.640 | Sexual Equality Mandated for Public Schools |
| WAC | 392-190-055 | Textbooks and Instructional Materials |
| | 180-44-010 | Responsibilities Related to Instruction |

**Adoption Date: September 16, 2002**
**College Place School District No. 250**