



## INSTRUCTIONAL SERVICES

**Lloy Schaaf**  
**Assistant Superintendent of Teaching and Learning**

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### MEMORANDUM

**To:** Stanwood-Camano School Board of Directors

**Fr:** Lloy Schaaf, Ed.D.

**Re:** Second Reading/Adoption of Revised Policy 2020

**Date:** December 17, 2013

Attached, please find revised Policy 2020 Curriculum Development and Adoption of Instructional Materials. Adjustments to the policy are being made based on legal counsel's advice.

District officials who are responsible for components of the policy and procedure have reviewed these documents.

### RECOMMENDATION:

**That the Board approves the Second Reading of Revised Instruction Policy 2020, Curriculum Development and Adoption of Instructional Materials.**

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## CURRICULUM DEVELOPMENT AND ADOPTION OF INSTRUCTIONAL MATERIALS

### Philosophical Statement

The Board is committed to ensuring use of high quality curriculum—written, taught, and tested—for all subject areas that is aligned with state and local grade level standards. Such curriculum needs to respond to the specific needs and talents of all students in the district to provide equitable access to learning opportunities based on high expectations for student achievement. An effective curriculum depends on ongoing assessment using a variety of measures aimed at improving student achievement.

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 of 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 area 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 year period.**

### Curriculum Management Planning

The Board is responsible for long range, system wide curriculum management planning. The superintendent will generate procedures for curriculum development that foster data driven decisions and provide for involvement of community representatives and staff members at appropriate times. Strategies for monitoring curriculum development and implementation will create links among the district's Strategic Plan, individual School Improvement Plans, and the stated local and state curriculum standards. Assessment, professional staff development, technology, and facilities planning will support and coordinate with such ongoing systemic planning. The superintendent will direct a review of selected curriculum areas annually and identify needed changes suggested by program evaluation and students achievement results. Such review shall take place at least once during each seven year period for each major subject area.

### Selection and Adoption of Instructional Materials

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:

**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

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C. Procedures established by the instructional materials committee.

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### 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.
- 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 which provide instructional materials and/or aids must be examined to ensure 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 student 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 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 References:

Board Policy 6881 Disposal of surplus property

#### Legal References:

RCW 28A.405.060 Course of study and regulations  
RCW 28A.320.230 Instructional materials — Instructional materials committee  
RCW 28A.150.230 Basic Education Act of 1977 — District school directors as accountable for proper operation of district — Scope — Responsibilities — Publication of Guide  
RCW 28A.640 Sexual Equality Mandated for Public Schools  
WAC 392-190-055 Textbooks and instructional materials  
WAC 180-44-010 Responsibilities related to instruction

**Adoption Date:** 09.16.03  
**Stanwood-Camano School District**  
**Revised:**