

## **INSTRUCTION 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.

A course of study which is offered to students shall include a description of:

- objectives to be achieved by students,
- materials and/or equipment to be used to reach the objectives,
- procedures to be used to evaluate student achievement, and
- the relationship of the course to other courses offered within the school and the district.

The description, if appropriate, shall be given to secondary students upon enrollment to a course.

In addition, any proposal for a new course of study must include estimated start-up costs and projected annual costs. All new courses or major modifications to existing courses must be approved by the superintendent prior to implementation. The superintendent, in turn, shall inform the board before the new course or major revision to an existing course is implemented.

The superintendent shall establish procedures for curriculum development which 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.

The board is responsible for assuring that a quality program is offered which is consistent with the expectations of the parents and students of the district.

Courses of study and/or program offerings must reflect the needs of students. As needs change, program offerings must respond. At the beginning of each school year, the superintendent shall advise the board of any program changes, additions or deletions that are planned for the year.

### Selection and Adoption of Instructional Materials

The Deer Park School board is legally responsible for the selection of all instructional materials used in the district. 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. Basic Instructional Materials shall be adopted by the board prior to their use in schools except for trial-use materials 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 in every district school and is available for public review.

**INSTRUCTION** CURRICULUM DEVELOPMENT AND ADOPTION OF INSTRUCTIONAL MATERIALSInstructional Materials Committee Membership

This committee shall consist of: the professional secretary (non voting), the district curriculum coordinator (non voting), elementary principal, secondary principal, one librarian, one teacher from each of the five work sites, one parent from each of the five work sites and two community members.

Members shall be appointed by the superintendent. The superintendent shall designate committee members to serve as chairperson and secretary.

Term of Office

The chairperson, curriculum coordinator and the secretary shall be permanent members of the committee. Other members shall have three-year terms. One third of the committee will be replaced each year. Temporary appointments of one year or less may be made to fill vacancies.

Duties

The committee, with the approval of the superintendent, shall implement and monitor the procedures established by this policy.

Criteria for the Selection 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 shall be selected in conformance with:

- A. applicable state and federal laws,
- B. the stated goals and objectives of the district, and
- C. procedures established by this policy.

Citizens Participation in the Instructional Materials Process

The following procedures are established for all instructional materials placed in question by an adult resident of the district. Prior to formalizing a complaint, the citizen is encouraged to communicate to the person or persons primarily responsible for the utilization of the materials for mutual resolve. If these efforts fail and the complainant wishes to make a formal protest regarding specific materials, he/she must use the form for requesting reconsideration of instructional materials. These forms are available in the district office. A request to remove an item from the schools or limit its use will be acted upon by the Instructional Materials Committee. A written decision will be delivered to the complainant within two months. Any appeal of this decision must be delivered in writing to the superintendent within ten working days. The board will make final decisions on appeals. Materials under dispute shall not be removed from use until a final decision has been made.

**INSTRUCTION CURRICULUM DEVELOPMENT AND ADOPTION OF INSTRUCTIONAL MATERIALS**Instructional Materials Approval for the Home-Link Program

The Home-Link Program, working in harmony with parents who serve as the primary teachers, provides a highly individualized instruction program with curriculum tailored to fit each student's needs.

All core instructional materials will be evaluated by school district staff for content and appropriateness in the development and ongoing review of each student's individualized learning plan. The program supervisor will maintain records of all core instructional materials evaluated and currently used as part of an individual learning plan.

All core instructional materials will be approved by the Superintendent or his/her designee for use in the Home-Link Program.

Conditions for Loan and Sale of Instructional Materials

Free textbooks and other instructional materials may be made available for loan to students when, in the judgment of the board members, the best interests of the district will be served by such a decision. The professional staff will maintain records necessary for the proper accounting of all instructional materials and will set forth conditions for student replacement of lost or badly damaged materials.

New and used materials currently utilized in the instructional program will be sold at the replacement cost of each item. Used materials no longer in basic or supplementary use will be sold at a price reflecting the depreciated value of the materials. Instructional materials that do not meet current district standards for subject content, sex balance, ethnic content or are not repairable may be declared obsolete by the superintendent and disposed of per district policy.

Cross References: Board Policy 7251 Surplus property

Legal References: 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