

	<b>SELECTION &amp; ADOPTION OF INSTRUCTIONAL MATERIALS</b>	Policy No. 2015  October 16, 2019  Page 1 of 6
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The School Board recognizes its responsibility for the improvement and growth of the educational program of the schools in our district. RCW 28A.320.230 provides the statutory authority for the School Board in the adoption of instructional materials.

The primary objective in selecting instructional materials is to implement, enrich, and support the educational program of our schools. Instructional materials shall be selected to ensure alignment with learning standards and enable all students to master the foundational skills and knowledge needed to be prepared for college, career and community. As applicable to the given course, approved supplementary instructional materials may be used, and adopted instructional materials shall be used by teachers in District classrooms for instruction.

**Definitions**

For this policy and procedure, the following definitions will apply:

1. Course is defined as the program of instruction for kindergarten through 12<sup>th</sup> grade students.
2. Curriculum is defined as the learning standards that teachers teach; adopted instructional materials, courses, scope and sequence, presentations, activities, assignments, projects provided for students, and assessments and other methods to evaluate learning.
3. Instructional Materials are all materials designed for use by students and their teachers as learning resources to support the curriculum and help students acquire facts, skills, and/or to develop cognitive processes. These instructional materials, used to help students meet State or District 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, the School Board recognizes the following categories of instructional materials:

a. **Adopted Instructional Materials:** These are recommended by the Instructional Materials Committee based on the work of an Adoption Committee and adopted by the School Board.

i. Core Instructional Materials are the primary instructional resources for a given course. They are provided to all students to help meet learning standards and provide instruction toward course requirements.

ii. Extended Core Instructional Materials are used in conjunction with the core instructional materials to provide instruction in established learning standards or statutory requirements that are not fully addressed by, or absent from, the core instructional materials.

b. **Approved Instructional Materials:** These are identified by certificated instructional staff and approved for use by a principal and/or the Superintendent or Superintendent's designee, and do not require Board approval.

i. Supplementary Instructional Materials are supplementary to Core or Extended Core Instructional Materials, and can be used in conjunction with adopted instructional materials of a course to enhance and support instruction. Supplementary instructional materials contain additional content or present content at a different level of difficulty or in a different medium.

### **Selection and Adoption of Instructional Materials**

Instructional material adoptions shall occur pursuant to an established adoption cycle set by the Superintendent or Superintendent's designee.

When new learning standards or statutory course of study requirements take effect, the Superintendent or Superintendent's designee will review existing instructional materials within the first year of enactment and determine a recommended course of action to ensure requirements are met in core instruction, with analysis regarding short and long term fiscal impact. At the conclusion of the review, a recommendation will be reported to the Superintendent if the review was conducted by the Superintendent's designee.

Instructional material adoptions can also be initiated to address identified needs in specific courses or grade levels resulting from obsolete, biased, or unavailable adopted instructional materials, widespread requests for instructional materials waivers per Board Policy No. 2020, or other factors impacting student learning.

Recommendations could include, but are not limited to, the following:

1. Adoption of core instructional materials to align with the new standards;
2. Adoption of extended core instructional materials to support the existing adopted core instructional materials;
3. The development of District-created instructional materials to be reviewed for adoption as core or extended core instructional materials;
4. Adjusting existing instructional materials to align to the new standards; and/or,
5. Professional development on the new standards, which include the changes in content and instructional practice as a result of the practices.

The Instructional Materials Committee (described below) will provide direction for next steps to address alignment to the learning standards.

At the inception of each adoption, the Superintendent or Superintendent's designee shall inform the Instructional Materials Committee and the Curriculum & Instruction Policy Committee that the adoption is beginning, and report on the Selection Criteria, community/staff engagement plan, and the proposed timeline. Periodic reports will be made to the Curriculum and Instruction Policy Committee on the progress of the adoption.

### **Guiding Principles for the Adoption of Instructional Materials**

All instructional materials selected for recommendation to the School Board will be in conformance with the following policy and legal requirements:

1. All applicable state and federal laws;
2. The Guiding Principles adopted by the School Board as stated in this policy;
3. Any additional guiding principles directed by the School Board to the Instructional Materials Committee as deemed appropriate for a particular adoption;
4. Directives established by the Instructional Materials Committee.

The Adoption Committee will develop Selection Criteria consistent with the following Guiding Principles:

- To ensure that all instructional materials are culturally relevant and do not contain cultural or racial bias, the Adoption Committee will review all proposed instructional materials using the relevant instruments identifying bias in instructional materials and Board Policy No. 0030: "Ensuring Educational and Racial Equity." The Adoption Committee will receive anti-bias training and orientation in the use of the aforementioned documents prior to review.
- Review of the instructional materials for both State and/or District learning standards of the subject and grade ranges for the adoption.

- District learning standards may be selected as deemed appropriate by the Instructional Materials Committee, Adoption Committee, and/or School Board.
- Accessibility and appropriateness for students receiving English Language Learning, Special Education, and Highly Capable services.
- Review of the instructional materials to ensure all the following goals and standards are met:
  - Enable teachers to implement the District’s curriculum;
  - Provide an effective basic education, including providing materials and/or support to help students outside of the instructional day, as appropriate;
  - Ensure accessibility and appropriateness for students receiving English Language Learning, Special Education, and Highly Capable services;
  - Meet applicable standards as a minimum level of rigor;
  - Provide a coherent instructional sequence and stimulate student growth in conceptual thinking and factual knowledge;
  - Are easily understood by students, taking into consideration the varied instructional needs, abilities, interests, and maturity levels;
  - Are based on best practices and research including benchmarking and efficacy from similar districts, schools that have used the materials, and other sources;
  - Have a common baseline while ensuring that different learning and teaching styles are represented;
  - Provide sufficient variety to present opposing views of controversial issues in order that students may develop the skills of critical analysis and informed decision-making;
  - Represent the diversity of students and contribute to the development of understanding issues of gender, ethnic, cultural, occupational, and religious groups;
  - Reflect community expectations and values;
  - Eliminate, in all instructional materials, bias pertaining to sex (gender), race, creed, color, religion, ancestry, national origin, age, economic status, sexual orientation, gender expression or identity, pregnancy, marital status, physical appearance, disability, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability;
  - Specificity of the mediums required (e.g., consumables, technological requirements of digital resources); and
  - Cost analysis.

### **The Instructional Materials Committee**

It is the policy of the Seattle School Board to create an Instructional Materials Committee (IMC), pursuant to RCW 28A.320.230, and to direct that an Adoption Committee is formed for each specific adoption. The IMC is the body that reviews and approves the processes followed by Adoption Committees to develop instructional materials adoption recommendations, and the entity that provides

instructional materials adoption recommendations to the School Board, via the Superintendent. Formation and operation of the IMC shall be in accordance with Superintendent Procedure 2015SP.B.

The IMC is responsible for ensuring that Adoption Committees conform to the policy and legal requirements for the adoption of instructional materials. When the work of the Adoption Committees is complete, they will provide their recommendation to the IMC. The IMC will then determine a recommendation for adoption. The Superintendent will provide the recommendation of the IMC to the School Board for consideration and final approval.

The IMC will consist of seven (7) members: Two (2) standing positions and five (5) positions nominated by the Superintendent or Superintendent's designee, to serve four (4) year terms. The School Board approves the membership of the IMC. The process for selecting committee members is detailed further in the procedure and will be fair, consistent, and transparent. Committee member selection, within the confines of the established structure provided in this policy and procedure, should endeavor to be inclusive and reflect the diversity of our students and families.

### **The Adoption Committee**

The Adoption Committee is the body that evaluates core instructional materials for each specific instructional materials adoption. The formation of an Adoption Committee is authorized and guided by the IMC in alignment with Superintendent Procedure 2015SP.B. The process for selecting committee members must be inclusive, fair, consistent, and transparent. Committee members should reflect the diversity of our students and families. The Adoption Committee will provide subject matter expertise and the perspectives of family members who have current and/or former students in the grades for which the adoption is being contemplated. The membership of the Adoption Committee is approved by the Instructional Materials Committee.

At the beginning of an adoption, the Adoption Committee will develop Selection Criteria, a community/staff engagement plan, and a proposed timeline for the adoption. Only after the Selection Criteria, engagement plan, and proposed timeline are approved by the IMC, will the Adoption Committee proceed with the review of options for instructional materials.

The Adoption Committee will make an adoption recommendation to the IMC. After the IMC certifies that the Adoption Committee has followed required processes, the IMC will determine a recommendation for instructional materials. The IMC's recommendation is then provided to the School Board via a Board Action Report from the Superintendent to either approve or disapprove the recommendation.

## **Implementation of Core Instructional Materials Adoptions**

The Superintendent or Superintendent's designee will create a professional development plan to support the implementation of adopted materials. All teachers who will be utilizing adopted instructional materials are required to access professional development on the use of and best instructional practice in implementing the adopted core instructional materials. An evaluation plan will be developed to measure the impact of core instructional materials on student learning.

## **Alternative Processes**

For the adoption of Extended Core Instructional Materials, the Adoption Committee will develop an appropriate review process and the process will be approved by the IMC.

The IMC may approve a revision of the process in the case of adoption for courses with total District enrollment of fewer than 1,000 students. Any revision must satisfy the policy and legal requirements and Guiding Principles outlined in this policy.

When a new edition/version of an adopted instructional material is published, the appropriate curriculum administrator may request approval from the IMC to recommend purchase of the new edition/version. The IMC will grant the approval of the acquisition if the materials satisfy both the State and District requirements of the subject and grade ranges for the adoption and the relevant instruments identifying bias in instructional materials.

## **Provision of Core Instructional Materials**

It is the policy of the Seattle School Board to provide or loan initial copies of core instructional materials to students free of charge. Students are required to exercise reasonable care in the use of such materials.

## **Procedures**

The Superintendent is authorized to develop procedures to implement this policy including, but not limited to:

- the adoption process for core and extended core instructional materials,
- the approval process for supplementary instructional materials,
- a process for reviewing complaints regarding instructional materials.

Adopted: December 2011

Revised: September 2014; October 2013 (previously numbered as Policy No. 2020); April 2017; October 2019

Cross Reference: Policy No. 6881, Policy No. 2020

Related Superintendent Procedures: 2015SP. A; 2015SP.B; 2015SP.C

**Previous Policies: C21.00; Policy No. 2020**

**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**

**Management Resources:**