Application Packet Instructions
for District and School Instructional Materials

The information in this packet contains only the procedural steps needed to submit materials to CMAC for review. Staff should read and understand Board policy and procedure 2020 / 2020P prior to submitting material to CMAC.

The Northshore School District's curriculum materials approval process is established in compliance with Washington State Administrative Code and Northshore School District Policy 2020 and Procedure 2020P. The Curriculum Materials Adoption Committee (CMAC) is the body that makes instructional materials adoption recommendations to the School Board based on established procedures. All core, alternative core, intervention and district supplemental instructional materials considered for adoption shall be recommended by the district's certificated employees, in consultation with others who are competent to advise in their respective fields. These recommendations are presented to the Curriculum Materials Adoption Committee (CMAC). Such instructional materials and major modifications to existing curricular programs shall be recommended by CMAC and approved by the School Board prior to implementation.

Step One: Terms and Definitions

Identify the category for which you are submitting materials, based on the following definitions:

Instructional Materials: All materials designed for use by students and their teachers as learning resources to help students to acquire knowledge, skills and/or to develop cognitive processes. These instructional materials, used to help students meet state 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 and procedure, there are six categories of instructional materials: Instructional materials used in NSD are classified as core, alternative core, intervention, district or school supplemental, and temporary supplemental and shall be selected according to the procedures that follow.

- **Core Instructional Materials** are the primary required instructional resources for a given course. They are district-approved and provided to all students to help meet learning standards and provide instruction towards course requirements. These materials are selected for use by all teachers and students as the primary teaching and learning resource in working to meet state standards. Core curriculum includes pacing guides, reading lists of both literary and informational texts and assessments that assess student learning throughout the course/class. Addenda to core instructional materials are required, district approved and provided to all students to fill in the gaps of missing concepts and/or content required to meet grade level and/or course standards.
- **Alternative Core Materials** are the primary required instructional materials for a given course that are used with a subset of students. These materials are district-approved and intended to replace approved core materials and may be used for specialized course offerings or flexible learning environments (e.g., College in the High School, Advanced Placement (AP), and/or International Baccalaureate (IB), EAP, AAP, Special Education, SAS, NN, Grad Alliance).
- **Intervention Materials and Resources** are district-approved and required instructional materials and resources designed to support strategic or intensive intervention for students who are at risk of not meeting or are exceeding established learning standards due to academic and/or behavior/emotional needs. Intervention materials are used with students to accelerate progress toward particular learning goals based on systematic assessment, decision-making and progress monitoring (e.g., Title I, LAP, ELL EAP and/or AAP programs). A list of approved intervention materials will be provided to teachers.
- **District Supplemental Materials** are used in conjunction with the core instructional materials of a course. Materials are used to support, enrich and individualize the curriculum to meet the instructional needs of students. District supplemental materials may be in print or non-print format, including digital content and services delivered via software or the web. These district supplemental materials are optional and used at the discretion of the teacher.

- **School Supplemental Materials** are optional and used at the discretion of the teacher. Staff will rely on reason and professional judgment in the selection of high quality supplemental materials that align to state learning standards, support and do not supplant existing core, alternative core, district intervention and/or district supplemental material. These school supplemental materials shall also be appropriate for the instructional program and developmental level and interests of their students. Staff are expected to thoroughly preview such materials and give due consideration to the text complexity, developmental level of students; appropriateness of language or images; bias against racial, gender, ethnic, or other social groups; and other sensitive issues. Step one of the school supplemental process is field-testing. Field-testing provides a flexible opportunity to investigate the effectiveness of curricular approaches, instructional materials, and/or assessment resources through careful trial for an identified purpose based on student needs.
- **Temporary Supplemental Materials** are those items used in conjunction with the core or alternative core instructional materials of a course that are of interest or value for a short period not to supplant the adopted curriculum nor be used on a regular instructional basis. Examples might include timely articles from relevant, reliable sources, websites or news broadcasts. These temporary supplemental materials are optional and used at the discretion of the teacher and do not require CMAC review.

Sensitive or Controversial Materials are instructional materials or resources that contain topics or issues that elicit strong opinions and/or emotions. In literary work of recognized significance (regional and national awards and reviews), the use of profanity, sexual or other sensitive/controversial content is not in itself adequate reason for eliminating the material from consideration for approval. In informational text, controversial topics and/or issues are also not adequate reasons for eliminating material from consideration for approval. Materials that include use of profanity and/or contain sexual references or other sensitive/controversial content should be carefully evaluated through the CMAC review process for contribution, relevance and meaningfulness to the curriculum, content standards, and appropriateness for the age of intended students. Sensitive or controversial materials used with students must follow guidelines outlined in district procedure 2331P, which requires principal approval and parental notification. District approved alternative assignments must be offered to students whose parents or guardians choose to not have their students read or view the sensitive materials.

CMAC reviews and recommends for approval all core, alternative core, intervention, and district and school supplementary instructional materials used in district classrooms as outlined:
- Sets of seven (7) or more supplementary texts or novels, including texts with or without accompanying digital resources (web based or stand-alone)
- Curricular digital resources with annual/multiple year subscriptions for instructional use with students
- Web-based resources for instructional use with students on an ongoing basis.

 Materials that do not require CMAC approval:
- Texts (e.g., novels, picture books, magazine, etc.) teachers read aloud where students don't have access to their own copy
- Temporary supplemental instructional materials
- Six or fewer copies of texts (e.g., novels, picture books, magazines, etc.) that are being used for reading clubs and literature circles.

Step Two: Submission Procedures

Curriculum materials review procedures will fall under one of the following areas. Identify the appropriate procedure type and follow the submission process in the chart below.

- **Standard** procedures for sponsors seeking approval of seven or more copies of core, alternative core, intervention, district and/or school supplemental materials, or digital materials.
- **Consent agenda** CMAC items for instructional materials approved by the College Board (AP), International Baccalaureate (IB), College in the High School courses (universities and community/technical colleges), and OSPI developed curriculum to meet required WAC/RCW or superficial, non-essential content changes to the latest edition of a previously approved textbook.

Instructions for Submitting Materials to CMAC

Sponsor Requirements	Standard Procedure for Curriculum or Assessments	Consent Agenda *(AP, IB and OSPI materials)*	Consent Agenda *(New editions of previously approved textbooks)*
1. Contact the CMAC support specialist with projected CMAC agenda date (see CMAC website @ www.nsd.org/cmac for timeline and contact information)	YES	YES	YES
2. Sponsor completes **CMAC Sponsor** form. If materials include any digital components (web resources, online textbooks, etc.) a Technology work order **must** be initiated to review for compatibility and COPPA/FERPA compliance. Start the work order process by completing the form here: https://goo.gl/rAj82q	Complete **F1 or F-A1 Sponsor form** and initiate tech review for digital components, if included	Complete **F1 or F-A1 Sponsor form** and initiate tech review for digital components, if included	Complete **F1 or F-A1 Sponsor form** and initiate tech review for digital components, if included
3. Sponsor recruits teachers and principal to complete **Teacher Reviewer** and **Principal Reviewer** (1) forms. Teacher reviewers should be recruited from schools other than the sponsor's school.	**F2** or **F-A2** teacher reviews: **3** **F3** or **F-A3** principal reviews: **1**	**F2** teacher reviews: **3** **F3** principal reviews: **1**	**F2** teacher reviews: **0** **F3** principal reviews: **0**
4. Sponsor submits all forms (sponsor, teacher and principal reviews), along with copies of the materials (as noted per procedure type) to the CMAC support specialist by the materials deadline for the projected agenda date, at which time the agenda date will be confirmed.	Copies of materials required: **5**	Copies of materials required: **1**	Copies of materials required: **1**
5. CMAC members will review the materials and complete the **CMAC Member Reviewer** form(s) (per the procedure type)	**F4** or **F-A4** member reviews required: **5**	**F4** member reviews required: **1** (CMAC Chairperson)	**F4** member reviews required: **1** (CMAC Chairperson)
6. Approximately one week prior to the meeting date, the CMAC support specialist will notify the sponsor of their time on the agenda. Sponsor should prepare a short presentation (~5-7 minutes) explaining the intended use of the materials and be prepared to answer questions from committee members, who will have reviewed the sponsor forms prior to the meeting.	YES	**N/A** – Sponsors are not required to attend the CMAC meeting, materials will be included on a "consent agenda" for consideration	**N/A** – Sponsors are not required to attend the CMAC meeting, materials will be included on a "consent agenda" for consideration
7. Sponsor will be notified within 48 hours of the CMAC meeting of the committee's recommendation and any conditions.	YES	YES	YES
8. Materials recommended for approval will be submitted to the school board for consideration	YES	YES	YES
9. Sponsor will be notified within 10 days of the board meeting of the approval decision and any conditions.	YES	YES	YES
10. Approved materials will be added to the CMAC Curriculum Materials Directory.	YES	YES	YES

Sponsors will be assigned a CMAC member liaison to provide assistance with the CMAC process. Questions regarding the CMAC process can also be directed to the CMAC support specialist. Contact information can be found on the CMAC website at www.nsd.org/cmac.