

## **COURSE DESIGN, SELECTION 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 course designs shall be evaluated, adapted and developed on a continuing basis. Instructional materials shall be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve college and career readiness.

When the district reviews social studies curriculum, it shall incorporate curricula about the history, culture, and government of the nearest federally recognized Indian tribe or tribes, so that students learn about the unique heritage and experience of their closest neighbors.

### **Definitions**

For the purpose of policy and procedure 2020, the following definitions will apply:

**Course Design** is the process that includes identifying and sequencing essential content supporting students' skill development towards state learning standards. Course design involves providing appropriate instructional materials, professional development, and support systems for teachers as they implement the course.

**Instructional Materials** are all materials designed for use by students and their teachers as learning resources to help students to acquire facts, 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, there are five categories of instructional materials:

**Core Instructional Materials** are the primary 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.

**Alternative Core Materials** are the primary instructional materials for a given course that are used with a subset of students. These materials are intended to replace approved core materials and may be used for specialized course offerings or flexible learning environments.

**Intervention Materials** are designed to support strategic or intensive intervention for students' who are at risk of not meeting established learning standards. Intervention materials are used with students to accelerate progress toward particular learning goals based on systematic assessment, decision-making, and progress monitoring.

**Supplement Materials** are used in conjunction with the core instructional materials of a course. These items extend and support instruction. They include, but are not limited to, books, periodicals, visual aids, video, sound recordings, computer software and other digital content. Policy No. 2020 Instruction

**Temporary Supplemental Materials** are those items used in conjunction with the core instructional materials of a course that are of interest or value for a short period of time and

are chosen within district-established guidelines. They are not intended 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. The use of temporary supplemental materials for time periods of over one year requires consideration of the material as either part of core instructional material for a course or supplemental material for the course depending on the nature and scope of the material.

**Instructional Materials Committee** is the body that make core instructional materials adoption recommendations to the School board based on superintendent-established procedures.

### **Course Design**

The superintendent or designee will establish procedures for course design that

- Provide for involvement of staff members and community representatives at appropriate times.
- Provide for the regular review of selected content areas and implementation of any suggested changes.
- As social studies and history are reviewed, provide for involvement where curriculum leaders shall collaborate with each federally recognized Indian tribe within the district and with neighboring Indian tribe to incorporate expanded and improved curricular materials about Indian tribes, and to create programs of classroom and community cultural exchanges.

### **Selection and Adoption 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 will be selected in conformance with:

1. Applicable state and federal laws, including Tribal History and Culture (ref. RCW 28A.320.170)
2. Goals and/or learning standards of the district and state, and
3. Procedures established by the instructional materials committee which address the criteria detailed in the corresponding procedure 2020P.

The board is responsible for the adoption of all core materials used in the district.

The superintendent, or designee, will establish procedures for core material, alternate core, and intervention material selection and adoption using criteria around evidence-based practices.

The superintendent will ensure that a listing of all core instructional materials used within the school curriculum is maintained in the district and is available for public review either in-person or online.

The intent of the board is that the superintendent delegate responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to the professional staff of the district. This includes preparing all student reading lists. Staff will rely on reason and professional judgment in the selection of high quality supplemental materials that align to state learning standards and are appropriate for the instructional program and developmental level and interests of their students.

Cross Reference:

Board Policy 2027

District Ownership of Staff-  
Created Work

**Policy 2020  
Instruction**

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Legal References:	RCW 28A.150.230	Basic Education Act -- District school directors' responsibilities.
	RCW 28A.320.230	Instructional materials—Instructional materials committee.
	RCW 28A.320.170	Tribal history and culture as amended by SSB543
	RCW 28A.405.060	Course of study and regulations—Enforcement—Withholding salary warrant for failure.
	RCW 28A.640	Sexual equity.
	WAC 180-44-010	Regulatory provisions relating to RCW 28A.04-120(6) and 28A.58.101—Responsibilities related to instruction.
	WAC 392-190-055	Textbooks and instructional materials—Scope—Elimination of sex bias—Compliance timetable.
Management Resources	December 2015 Issue	

Revised: February 9, 2017  
Revised: December 8, 2016  
Revised: January 14, 2016  
Revised: June 11, 2014  
Revised: May 9, 2013  
Revised: February 28, 2002  
2000 Series Revised and Adopted December 10, 1998  
North Kitsap School District