

Curriculum Development and Adoption of Instructional Materials

Curriculum will be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum growth. All new courses or major modifications to existing courses must be approved by the superintendent or designee prior to implementation. The superintendent, in turn, will inform the board new course or major revision to an existing course.

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 areas 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.

Instructional Materials Committee

The Superintendent or designee will establish an instructional materials committee to be appointed, with the approval of the school board and consistent with collective bargaining agreements. This committee will consist of representative members of the district's professional staff, including representation from the district's curriculum development committees, and parents provided that parent members will make up less than one-half of the total membership of the committee. The district will provide for reasonable notice to parents of the opportunity to serve on the committee and for terms of office for members of the instructional materials committee.

Selection and Adoption of Instructional Materials

The Board will authorize the adoption of instructional materials to meet the goals of the District. The responsibility for examining, evaluating, and recommending instructional materials is delegated to the professional staff of the district. The superintendent will create a procedure for selection of instructional materials, a process for challenges to materials, and a process for bringing approval of major adoptions and controversial materials to the board.

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
- C. Procedures established by the instructional materials committee.

Criteria for Selection of Instructional Material

Staff will rely on reason and professional judgment in the selection of high quality materials that comprise a comprehensive collection appropriate for the instructional program. Instructional materials selected will include, but are not limited to, those which:

- A. Directly or indirectly support achievement of district goals;
- B. Enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served;
- C. Stimulate student growth in conceptual thinking, factual knowledge, physical fitness and literary and ethical standards;

- D. 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;
- E. Contribute to the development of an understanding of the ethnic, cultural, and occupational diversity of American life;
- F. 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;
- G. 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;
- H. 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; or
- I. Consistent with the district's collective bargaining agreement.

Any requests from organizations that provide instructional materials and/or aids must meet the criteria above. 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 will 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 will be restricted to identified classes.

Cross References:	Board Policy 6881	Disposal of surplus property
Legal References:	RCW 28A.150.230	Basic Education Act — District school directors responsibilities
	RCW 28A.320.230	Instructional materials — Instructional materials committee
	RCW 28A.405.060	Course of study and regulations — Enforcement — Withholding salary warrant for failure
	Chapter 28A.640 RCW	Sexual Equality
	WAC 180-44-010	Responsibilities related to instruction
	WAC 392-190-055	Textbooks and instructional materials—Scope Elimination of sex bias—compliance timetable

Adoption Date: 2/5/2013
Bellevue School District
Revised: