

PROPOSED REVISION



INSTRUCTION

Course Design, Selection, and Adoption of Instructional Materials

The board recognizes its responsibility for improving and growing the educational program of the schools and its legal responsibility for the approval of instructional materials used in the district. To this end, course designs will 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. Procedures for adoption and approval of instructional materials will be established by the superintendent or designee.

I. Definitions

For the purpose of the policy and [Procedure 2311P](#), the following definitions will apply:

- A. Course Design is the process that includes identifying and sequencing essential content to support students' skill development towards state learning standards. Course design involves providing teachers with appropriate instructional materials, professional development, and support systems as they implement the course.
- B. Instructional Materials are materials designed for students and their teachers as learning resources to help students acquire facts and skills, develop cognitive processes, and meet state learning standards. Instructional materials 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 (5) categories of instructional materials.:

Instructional materials are defined by how they are used in the curriculum:

1. Core Instructional Materials are the primary instructional resources for a given course those materials that form the principal teaching and learning resources of a curriculum area or course. They are district-approved and provided to all students to help meet learning standards and provide instruction toward course requirements. Core instructional materials are intended for use district-wide by every teacher of the curriculum area with every student each year. Core instructional materials are adopted directly by the school board.

Alternative Core Materials are the primary instructional materials for a given course 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 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.

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2. Supplemental Instructional Materials are **those materials used regularly to support, expand, enrich, and/or individualize in conjunction with the core instructional materials of a course that are not expressly required by the school or district and are instead selected at a teacher's discretion. 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. to meet the specific needs of students, but are not intended to supplant the core instructional materials. Approval of supplemental instructional materials is delegated to the superintendent who will establish procedures for their use.**

3. Temporary Supplemental Instructional Materials are those **used in conjunction with the core instructional materials of a course that are of interest or value for a short period 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 over one year requires consideration of the material as either part of the core instructional material for a course or supplemental material for the course, depending on the nature and scope of the material. materials intended for temporary and one-time use. Selection and approval of these materials are delegated to the superintendent who will establish procedures for their use.**

4. Library

Library instructional materials are materials that make up the school library collection intended for students to use independently to support curriculum through reading, research and study. Selection of library materials is an expectation of the professional teacher-librarian. Approval of library instructional materials is delegated to the superintendent who will establish procedures for their selection and approval.

C. Instructional Materials Committee is the body that recommends core instructional materials to the board based on superintendent-established procedures.

II. Course Design

The superintendent or designee will establish procedures for course design that provide for the regular review of selected content areas and implementation of any suggested changes and for the involvement of community representatives and staff members at appropriate times.

III. Selection and Adoption of Instructional Materials

The primary objective in selecting instructional materials is to implement, enrich, and support the educational programs **of the schools designed to help each student achieve at high levels.** All instructional materials shall be selected in conformance with applicable state and federal laws, **district mission, vision, and strategic plan and its associated goals, and learning standards of the** district and state, **and Procedure 2311P curriculum standards.**

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Criteria for Selection of Instructional Material

Instructional materials shall be defined as all printed, digital, filmed or recorded materials used by students for instruction in Everett Public Schools.

Staff shall rely on educational research, district goals, state and federal standards, and professional judgment in the selection of high-quality materials that comprise a comprehensive collection appropriate for the instructional program. Instructional materials donated, granted, or sponsored by another entity shall be held to the same selection criteria as purchased materials.

Instructional materials selected shall:

- A. Align to and enrich the curriculum, taking into consideration the varied abilities, interests, maturity levels, and instructional needs of students served (including students with disabilities; students identified as highly capable; students facing language barriers; and students from diverse racial, ethnic, cultural and socio-economic backgrounds);
- B. Stimulate student growth in conceptual, logical and creative thinking, factual knowledge, and ethical standards;
- C. Provide sufficient variety so as to present a range of perspectives around issues in order that students may develop the skills of analytical thinking and informed decision making. Under certain conditions, it is appropriate to use controversial materials to explore: opposing viewpoints, the importance of fact, the value of judgment and the virtue of respect for conflicting opinions;
- D. Contribute to the understanding of social and economic diversity of the United States and the world by objectively presenting a fair and equitable portrayal of both sexes, members of racial, religious, ethnic and cultural groups; and
- E. Provide models which may be used as a vehicle for the development of self-respect and appreciation of cultural differences, based on respect for the worth, dignity, and personal values of every individual.

Instructional Materials Review Committee

The superintendent or designee shall appoint an instructional materials committee to operationalize this policy. The committee shall follow established procedures as may be necessary for the selection, adoption, and removal of instructional materials owned and used by the district. The committee will recommend materials for approval and removal and will evaluate and make recommendations regarding requests for reconsideration of instructional materials. Such requests may be made by parents, guardians or custodians of students enrolled in Everett Public Schools and by community members who live or work within the district boundaries.

Recommendations on matters pertaining to instructional materials approval, removal and requests for reconsideration shall be made to the superintendent or designee.

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The board is responsible for adopting all core instructional 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.

Public Access to Materials The superintendent or designee shall ensure that **the district maintains a list of all** all core, ~~supplemental and library~~ instructional materials **are made used within the school curriculum and that it is** available for public review **in person or online upon request.**

The board intends for the superintendent to delegate responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to the district's professional staff. This includes preparing all student reading lists. Staff will rely on reason and professional judgment in selecting high-quality supplemental materials that align with state learning standards and are appropriate for their students' instructional programs, developmental levels, and interests.

Cross references:	Board Policy 2113	Instructional Standards
	Board Policy 2121	Curriculum Development and Review
	Board Policy 2123	Health and Physical Education Program
	Board Policy 2124	Digital Citizenship and Media Literacy
	Board Policy 2125	Web-based Resources and Other Online Educational Services
	Board Policy 2214	Alternative Learning Experience (ALE) Courses
	Board Policy 2310	Provision of Instructional Materials
	Procedure 2311P	Selection and Adoption of Instructional Materials
	Board Policy 2312	Copyright Compliance
	Board Policy 2330	Academic Freedom
	Board Policy 2331	Controversial Issues
	Board Policy 3210	Nondiscrimination
	Board Policy 3520	Student Fees, Fines, and Charges
	Procedure 5225P	Technology

Legal references:	RCW 28A.150.230	District school director's responsibilities
	RCW 28A.320.170	Curricula—Tribal history and culture
	RCW 28A.320.230	Instructional materials—Instructional materials committee
	RCW 28A.320.233	Student materials—Denial based on protected class prohibited—Complaint procedure

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<u>RCW 28A.320.235</u>	Supplemental instructional materials— Policies and procedures—Definitions
<u>RCW 28A.320.240</u>	School library information and technology programs—Resources and materials—Teacher librarians
<u>RCW 28A.405.060</u>	Course of study and regulations— Enforcement—Withholding salary warrant for failure
<u>Chapter 28A.640 RCW</u>	Sexual Equality
<u>RCW 28A.640.010</u>	Purpose—Discrimination prohibited
<u>RCW 28A.640.020</u>	Regulations, guidelines to eliminate discrimination—Scope—Sexual harassment policies
<u>Chapter 28A.642 RCW</u>	Discrimination Prohibition
<u>WAC 392.190.055</u>	Textbooks and instructional materials— Instructional materials policy—Elimination of bias
<u>WAC 392.204.020</u>	School library information and technology program

Adopted: November 21, 1980
Revised: April 18, 1994
Revised: June 5, 1995
Revised: January 25, 2000
Updated: March 2001
Revised: December 7, 2010
Updated: November 2011

Updated: April 2016
Updated: March 2017
Updated: February 2018
Updated: May 2018
Updated: June 2019
Updated: March 2022
PROPOSED: April 2025