
INSTRUCTIONAL MATERIALS ADOPTION PROCESS (LNT-P005)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This describes the Instructional Materials Adoption Process

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Curriculum & Instruction, Assistant Superintendent of Learning & Teaching, Building Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Learning & Teaching

4.0 DEFINITIONS:

- 4.1 Core Instructional Materials — print or non-print resources used to deliver the core curriculum for a content area.

5.0 PROCEDURE:

- 5.1 The need for adopting new core instructional materials may be determined by:
 - 5.1.1 Student achievement results
 - 5.1.2 Federal/state mandates
 - 5.1.3 District Initiatives
 - 5.1.4 New course(s) to be offered
 - 5.1.5 Identified gaps in the current curriculum
 - 5.1.6 Inability to continue to replace previously adopted textbooks (out of print).
- 5.2 Once a need is determined, a curriculum adoption team is formed and the criteria for review are developed. Criteria should include:
 - 5.2.1 Alignment to national and state standards
 - 5.2.2 Research on effectiveness — national, regional, state, or local results with students
 - 5.2.3 Components that address the needs of Wenatchee School District students
 - 5.2.4 Clearly articulated scope and sequence to provide vertical alignment of all grade levels or sequential courses included in the curriculum adoption.
- 5.3 Sample materials will be collected for examination. Rubrics referencing the criteria are used to analyze the materials in depth and the findings are discussed. Publishers might be asked to make presentations for the top program options. The curriculum adoption team might participate in site visitations or distance conversations with another district using the program(s).
- 5.4 The curriculum adoption team engages in discussion with the goal of coming to consensus to recommend a quality core instructional program. If there is consensus by the team, the results of the review are presented to Learning & Teaching along with the

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team's recommendation. If there is no consensus by the team, all relevant information is shared with the Cabinet and next steps are determined by the Cabinet.

- 5.5 Learning & Teaching forwards a recommendation to the Instructional Materials Committee. The adoption/pilot instructional materials are presented to the Instructional Materials Committee for approval.
- 5.6 The Instructional Materials Committee (IMC) evaluates the Curriculum Adoption Team's recommendation (or Cabinet's recommendation if no consensus by the team) and associated materials to ensure they comply with the state's guidelines for eliminating bias. If the IMC approves the recommendation, it is forwarded to the Board.
- 5.7 If the IMC does not approve the recommendation, the material is returned to the Curriculum Adoption Team for further consideration and discussion.
- 5.8 Once approved by Instructional Materials Committee, the materials are presented to the School Board for the first reading.
- 5.9 On the second reading (a minimum of two weeks later) the Board will take action to adopt or to deny the materials being presented for district adoption.
- 5.10 If not approved by the School Board, materials are returned to the requesting staff with the reasons why the materials were not approved.
- 5.11 If approved by the School Board, professional development plans are developed to support successful implementation.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Form LNT-F005 Request for Approval of Instructional Material

7.0 RECORD RETENTION TABLE:

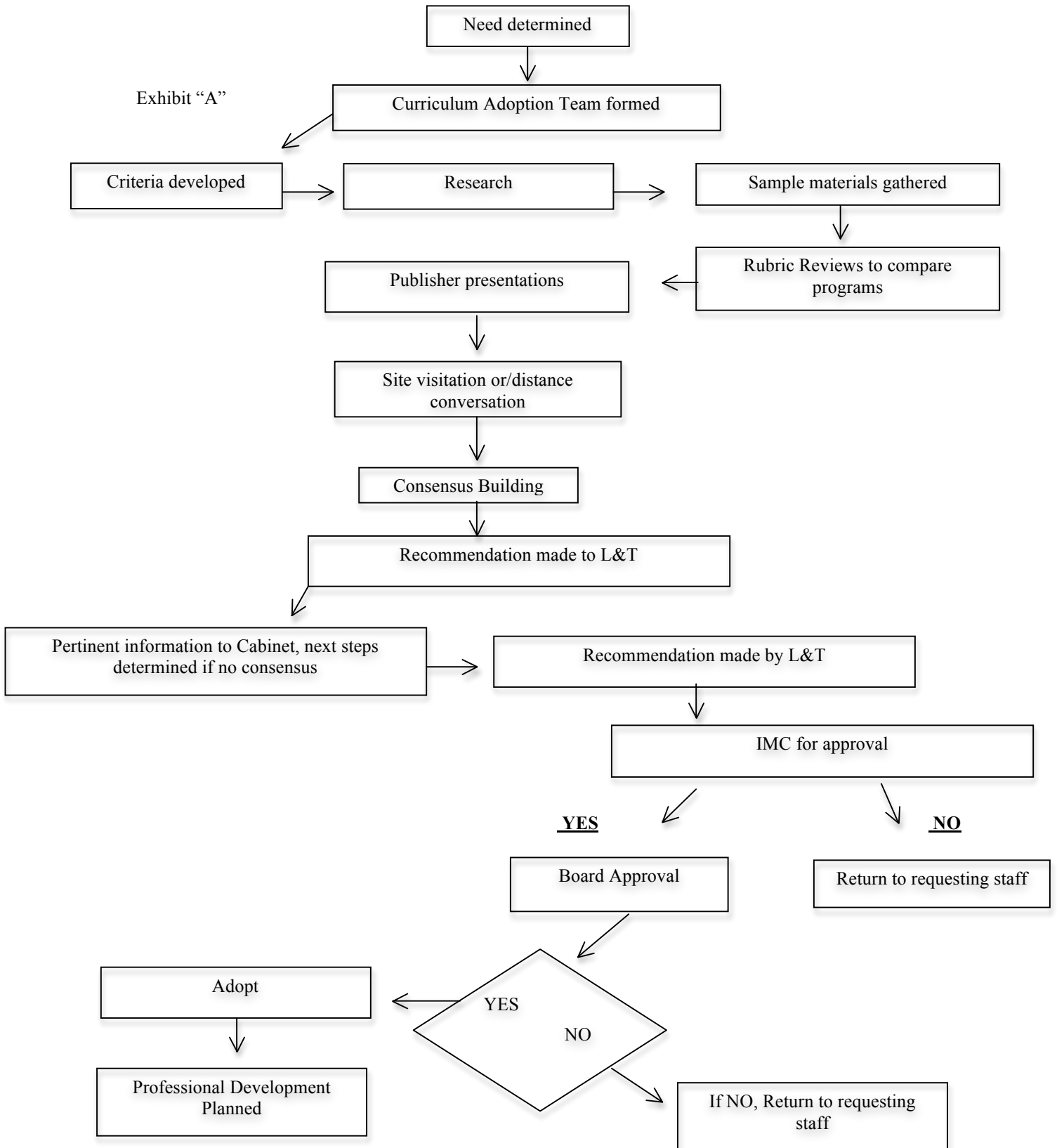
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
LNT-F005 Request for Approval of Instructional Material	Hard copy in the Learning & Teaching Department	Two years	As desired	None
School Board Minutes	Hard copy in the District Office vault	Permanent	N/A	Fireproof vault

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
24-Apr-03	A	Original Release
18-Apr-08	B	Complete revision of section 5.0. Flow chart revised to correlate with revisions within 5.0.
22-Oct-14	C	Complete revision. Flow chart revised to correlate with revisions.

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End of Process