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**BOARD-ADOPTED
PROCEDURE**

Introduction

Books and other instructional materials used in the Seattle Public Schools are selected to (1) enable teachers to implement the District’s curriculum, (2) provide an effective basic education, and (3) insure flexibility sufficient to meet the special needs of individual and groups.


The selection of basic instructional materials to be used in the Seattle Public Schools is the result of the combined judgment of, administrators, educators, committee members, parents, families, community members and Board members.

Definitions:


1. Basic Instructional Materials, regardless of medium, are the primary instructional resource(s) for the District-approved curriculum. Basic instructional materials are adopted by the School Board.
2. Adoption is the process of evaluating and selecting basic instructional materials that culminates with formal action by the School Board.

Procedures:

1. The Instructional Materials Committee (IMC) is established in conformance with state law (RCW 28A.320.230). Members shall be appointed to two-year terms. The IMC shall consist of, administrators, educators, Curriculum and Instruction Department staff, and parents, and families.
2. The IMC approves the adoption schedule, the Adoption Committee membership, the selection criteria, and the final recommendation of the Adoption Committee.
3. For each adoption, an Adoption Coordinator is appointed by the appropriate curriculum administrator.


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4. The appropriate curriculum administrator sends formal notice of anticipated adoptions to the Washington/Alaska Textbook Representatives Association (WATRA) roster and to any other publishers who have requested notification. The publishers are invited to submit materials to the Instructional Materials Office for evaluation.
5. The appropriate curriculum administrator solicits names of educators for the Adoption Committee representing the levels and curriculum area under adoption as well as, when appropriate representation from paraprofessionals, ELL, special education, advanced learning, parents, families and community members. The Adoption Committee should reflect the diversity of the District. Its membership is proposed by the Adoption Coordinator and approved by the IMC. The committee is facilitated by the Adoption Coordinator.
6. The Department of Equity & Race Relations will provide training for the Adoption Committee members in using the General Criteria for Evaluating Textual Materials for Cultural Relevancy and Anti-bias, which will be used in all instructional materials selection processes.
7. The Adoption Coordinator informs the School Board secretary and the IMC of the adoption timeline.
8. The Adoption Coordinator develops a written communication strategy for public notification regarding the adoption, adoption timeline, and review opportunities. This strategy should facilitate broad opportunities for engagement with educators, parents, families and community members.
9. The adoption timeline will be posted on the Instructional Materials Office website, and through any other method defined in the communication strategy. District administrators, educators, parents, families and community members are encouraged to communicate their concerns and suggestions to the Adoption Coordinator and to be aware of the materials review period.
10. The Adoption Committee:
 - a. Develops Selection Criteria, before any materials are reviewed for adoption consideration. The Selection Criteria will satisfy both the State and District requirements of the subject and grade ranges for the

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adoption and the Criteria for Evaluating Textual Materials for Cultural Relevancy and Anti-bias. Only after the Selection Criteria are approved by the IMC are the publishers' submissions considered and reviewed.

- b. Reviews the materials submitted by publishers for cohesiveness with the Selection Criteria, as stated above.
 - c. Solicits feedback from all interested parties. Materials will be displayed, or be made available, in accordance with the established communication strategy.
 - d. Reviews responses from administrators, educators, parents, families and community members.
 - e. Recommends instructional materials for a District-wide adoption after taking into consideration input from all interested parties.
11. The Adoption Coordinator submits the recommendation to the IMC for approval and forwarding to the Superintendent.
 12. The Superintendent recommends the adoption to the School Board. The materials are available for Board review and then approved by a vote of the School Board members.
 13. Upon School Board approval and funding, the materials are ordered by the Instructional Materials Office.
 14. The adoption is announced via the District website, a formal press release, and through any other method defined in the communication strategy. The Adoption Coordinator provides information regarding orientation and training for the new materials to SPS staff.
 15. The Adoption Coordinator creates an implementation plan for principals suggesting ways to include implementation within their transformation plan.
 16. The IMC may approve a revision in procedure in the case of adoption for courses with total District enrollment of fewer than 1,000 students. Any revision must satisfy both the State and District requirements of the subject and grade

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ranges for the adoption and the Criteria for Evaluating Textual Materials for Cultural Relevancy and Anti-bias.

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17. When a new edition/version of an adopted basic instructional material is published, the appropriate curriculum administrator may request approval from the IMC to recommend purchase of the new edition/version rather than a complete adoption process if there are compelling reasons to alter the normal adoption schedule and process. For example, the adopted edition/version is no longer available and the next adoption year is several years away. The IMC will grant the approval of the bypass if the materials satisfy both the State and District requirements of the subject and grade ranges for the adoption and the Criteria for Evaluating Textual Materials for Cultural Relevancy and Anti-bias.
18. Based on the judgment of the building principal, materials replaced by the new adoption will either be moved from buildings to surplus or used as supplementary or classroom reference materials. The Adoption Committee will make a recommendation about this, which will be included in the implementation plan the Adoption Coordinator provides to the appropriate principals.