
INSTRUCTIONAL MATERIALS ADOPTION PROCEDURE (LNT-P005)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure 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 Building Principals, Assistant Superintendent of Learning & Teaching, Articulation Teams

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Learning & Teaching

4.0 DEFINITIONS:

- 4.1 Instructional Materials — print or non-print resources used to assist in delivering the curriculum.

5.0 PROCEDURE:

- 5.1 The need for new instructional materials may be determined by:
- 5.1.1 The Curriculum Review Cycle
 - 5.1.2 Student achievement results
 - 5.1.3 Federal/state mandates
 - 5.1.4 Inability to continue to replace previously adopted textbooks (out of print).
 - 5.1.5 New course to be offered
 - 5.1.6 Identified gaps in the current curriculum
- 5.2 Once a need is determined criteria for review is developed. Criteria should include:
- 5.2.1 Alignment to national, local, state standards/GLEs
 - 5.2.2 Research on effectiveness — national, regional, state, or local results with students.
 - 5.2.3 Support for new teachers
- 5.3 Sample materials will be collected for examination. Publishers might be asked to make presentations. The criteria are applied to the resources and the results are tabulated.
- 5.4 The results of the review are presented to Learning & Teaching, and readiness to adopt or pilot is determined.
- 5.5 If readiness to ***pilot*** has been decided, do the following:
- 5.5.1 Pilot arrangements are made.
 - 5.5.2 Professional development is provided to ensure implementation with fidelity, and the pilot begins.

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- 5.5.3 Piloting feedback is collected. Feedback will include some or all of the following:
 - 5.5.3.1 Responses from participating teachers
 - 5.5.3.2 Administrator(s) observations
 - 5.5.3.3 Student success data
 - 5.5.3.4 Student feedback
- 5.5.4 The piloting feedback is shared with the following stakeholders and readiness to adopt is determined:
 - 5.5.4.1 Teaching staff who will use the materials
 - 5.5.4.2 Building principals and/or administrators
 - 5.5.4.3 Articulation (if applicable)
- 5.6 If readiness to adopt has been decided do the following:
 - 5.6.1 Stakeholders (teaching staff, building principals, articulation teams) indicate whether they are in favor of adopting the resource.
 - 5.6.1.1 If the majority of stakeholder groups reach consensus for adoption, a recommendation for adoption is made by Learning & Teaching with Form LT-12-02 filled out (Request for Approval of Instructional Material).
 - 5.6.1.2 If stakeholders do not reach consensus Learning & Teaching department will present to Cabinet and next steps will be determine.
- 5.7 The adoption/pilot instructional materials are presented to the Instructional Materials Committee for approval.
 - 5.7.1 If the IMC does not approve, the material it is returned to the requesting staff.
- 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 approved by the School Board professional development plans are developed to support successful implementation.
- 5.11 If not approved by the School Board, materials are returned to the requesting staff.

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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. |

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Exhibit "A"

