

Superintendent Procedure 2015SP.B Adoption of Instructional Materials

Approved by: s/Larry Nyland Date: 8/19/15

Dr. Larry Nyland, Superintendent



During a materials adoption process, the Adoption Committee shall engage both school-based and general community members in the process. The purpose of communicating with the schools and the general community is to ensure that the public is aware of an upcoming adoption and to gather feedback about both materials under review and general goals for the adoption.

In general, the Adoption Committee should include specific information about the timeline for the adoption, including specific engagement times for the schools and general community. At a minimum, stage one of engagement shall include:

1. Broad solicitation for members of the Adoption Committee. Solicitation shall include notices on the district's website as well as notice to each school that includes the grades subject to the adoption and to the Seattle Council of Parent, Teacher, Student Association (SCPTSA). Notice for the committees shall be available for at least two weeks prior to the application deadline.
2. Upon initial identification of materials that align with the district's goals and principles (*see* Board Policy No. 2020) and to state and college readiness standards the Adoption Committee shall make available copies of the texts under review and shall solicit input.
 - a. Textual review—Stage One: Materials will be available in the School Board office and in selected schools.
 - b. Soliciting input—Stage One: Input will be solicited via the website and comment forms that shall be available at every school that includes the grades subject to the adoption. Input is encouraged from school staff, parents, family members, or other interested members of the general community.
3. School Board Update—Stage One: After the initial engagement, the Adoption Committee will gather the feedback and provide an update to the School Board or to a School Board Committee.
4. After the initial round of engagement, the Adoption Committee shall use the school and community feedback to identify a smaller list of materials that would be suitable for adoption.
5. After the initial round of engagement, the Adoption Committee at the direction of the Director of Curriculum and Instruction and in accordance with RCW

28A.320.230, may engage in a short term pilot of the smaller list of materials at selected schools for the purpose of collecting in depth feedback to inform the second stage of engagement.

- a. Textual review—Pilot: Materials will be used for instruction on a pilot basis at selected schools
 - b. Soliciting input—Pilot: Input from pilot schools will be solicited by methods selected by the adoption committee. Input is encouraged from school staff, parents, family members or other interested members of the general community.
 - c. School Board Update—Pilot: After the pilot engagement, the Adoption Committee will gather the feedback and provide an update to the School Board or to a School Board Committee.
6. The process then moves into the final state of engagement, which must include:
- a. Textual review—State Two: Materials will be available in the School Board office and in selected schools. Schools selected for Stage Two reviews shall be different than those in Stage One, unless all schools in a given grade span were included in Stage One.
 - b. Soliciting input—Stage Two: Input will be solicited via the website and comment forms that shall be available at every school that includes the grades subject to the adoption. Input is encouraged from school staff, parents, family members, or other interested members of the general community.
 - c. School Board Update—Stage Two: After the Stage Two engagement, the Adoption Committee will gather the feedback and provide an update to the School Board or to a School Board Committee.

This input will inform the work of the Adoption Committee, and shall be reflected in the Committee's final recommendation to the Instructional Materials Committee. Input shall also be reflected back to the School Board, for use in the Board's deliberation on the recommendations.

Approved: December 2011

Revised: August 2015; March 2012

Cross Reference: Policy No. 2015; 2015SP.A; 2015SP.C