



Cumberland School Department Policy Manual

INSTRUCTION

I

Curriculum Development and Adoption of Instructional Materials

I-15

PURPOSE

The School Committee recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the curriculum will be developed, evaluated, and revised on a continuing basis in order to increase student academic proficiency. Instructional materials will be selected to assist students in achieving student-grade-level proficiency as required by the state.

All major newly adopted core curricula or major modifications to existing core curricula must be approved by the Superintendent/designee prior to implementation. The Superintendent/designee, in turn, will inform the school committee before a new curricula is implemented including potential fiscal budgeting implications.

The Superintendent/designee will establish procedures for curriculum development that provide for involvement of certified staff members at appropriate times.

SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS

The Superintendent/designee is responsible for the approval of all core curricular instructional materials used in the district. Instructional materials will be defined as all computer hardware and software, and all web-based, digital, electronic, printed, filmed or recorded materials used for teaching and learning in the district. The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials will be selected in conformance with:

- A. Applicable state and federal laws,
- B. The stated goals and/or standards of the district,
- C. The Procedures established by the Office of the Assistant Superintendent.

CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIAL

The Office of the Assistant Superintendent in collaboration with the curriculum coordinators will be responsible for the oversight, revision, evaluation and implementation of any new curricula. Analysis of summative data results will inform ongoing curricula revision and the evaluation of core curricula. District data results over a period-of-time in both internal and external (GOM measures; RICAS, state regulations, dated curricular materials) may drive a need for major curricular shifts including implementation of a new program. Any proposed program shall undergo a thorough vetting process. Curriculum coordinator(s) will convene a team of educators who teach the content and grade-level relevant to the proposed change. The curriculum coordinator(s) will facilitate a review of the programs under consideration using an evaluation tool focusing on the current standard frameworks such as the Common Core State Standards. The Office of the Assistant Superintendent will inform the Superintendent of the selected core program for his/her approval.



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As the Office of the Assistant Superintendent and review team engage in the vetting process, the following considerations may be included:

- A. Student abilities, needs and interests;
- B. Tier 2 materials that align with core curricula (when possible) so that these materials can be implemented with smaller groups [Tier 2 is defined as a supplementary instructional model that supports core instruction acquisition for students. It is an additional instructional “gateway” for students to access core instruction.]
- C. Promote student growth in conceptual thinking, factual knowledge, physical fitness, literary and ethical standards, and promote social emotional health and wellness;
- D. The district recognizes that under certain conditions biased materials may represent appropriate resources in presenting contrasting and differing points of view; or
- E. Provide models which may be used as a vehicle for the development of self-respect, ethnic pride and appreciation of cultural differences, religious beliefs, gender expression, based on respect for the worth, dignity, and personal values of every individual.

Any requests from organizations that provide instructional materials and/or supplementary materials must be examined to insure that such materials meet the criteria above. The superintendent/designee will review for accuracy and educational value of all materials or activities proposed by outside sources for student or staff use.

Instructional materials will be adopted by the school committee prior to their use in schools except for trial-use materials of a pilot nature, which may be authorized by the Superintendent for use for a period of no more than one school year prior to adoption. Materials approved for trial use will be restricted to identified classes.

The superintendent/designee will ensure that a listing of all textbooks used within the school curriculum is maintained and available for public review.

Adopted 7/12/1973

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