CURRICULUM MATERIALS and NEW COURSE REQUESTS

Text Books:

All replacement books needed for your classes each year are to be ordered through your school’s librarian. Please be sure to give the librarians enough time to process your request since they will be working with all the teachers in your building to ensure books are checked out in a timely manner. Please contact the CTE office X6950 or the Bethel Curriculum office X6977 if you have any questions regarding text books.

Any new textbooks you would like to request must be approved (see next section).

New Curriculum Materials

It is critical that all materials used in the classroom are approved by the district’s Instructional Materials Committee (IMC). As a large district, Bethel has a community responsibility to ensure that all classroom materials meet minimum standards and are free of bias and controversy. It is the responsibility of all teachers to be sure all materials used in the classroom have gone through this procedure, and it is the district’s responsibility to ensure that all teachers are aware of this process. If you have any questions about the curriculum review process, please contact the district CTE team.

Primary Curriculum Materials: These are materials that are used daily or most days in your classroom. These materials are purchased as a classroom set and are not to be taken home daily by students. Books may be signed out for occasional student home use if there are enough copies. Instructional Materials Form (Please contact Diane Carver).

Supplemental Curriculum Materials: These are materials that are periodically used in your classroom to supplement the primary materials. Supplemental Materials Form (CTE Website under ‘forms’). www.bethelsd.org/programs/cte.

Sensitive Materials: These are materials that may be considered sensitive or controversial such as (but not limited to) those discussing personal choices, medical conditions, sexual or racial situations. Sensitive Materials Form (Please contact Diane Carver). If you would like to request new materials for your classroom, please fill out the appropriate form and submit it to the CTE office at the ESC. We will be sure it is reviewed by the Instructional Materials Committee (IMC) and the results will be reported back to you. Although not commonly required, you may be asked to attend an IMC meeting to further explain your request.

This procedure must be followed for ALL materials used in the classroom including books, videos, magazines, learning packets.
Timeline for curriculum materials requests:

For primary curriculum materials, please have requests in to Diane Carver (CTE/ESC) for following timeline:

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<tr>
<th>Materials request due by</th>
<th>Instructional Materials Committee (IMC) Meeting Months</th>
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<tbody>
<tr>
<td>October</td>
<td>November</td>
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<tr>
<td>December</td>
<td>January</td>
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<td>April</td>
<td>May</td>
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New Courses

Please note: new CTE courses must be approved by Bethel’s CRT before they will be submitted to OSPI for approval. Please understand that obtaining both approvals requires a request to be made at least a year before the course could be offered.

If you are interested in adding a course to your program area, you must ensure you have considered the following:

☐ Is there a potential for this new course to take students away from another course you offer?
☐ Can this course be offered district-wide; do we have the staffing in each building to add this course?
☐ Would you need to give up another course in your schedule to add a new course?
☐ Do you have the curriculum already built for this new course?
☐ How does this course fit into a Program of Study?
☐ Does the course articulate to a post-secondary program?
☐ Does your building administration support this course addition?
☐ Is there an employment need in this program area within the community?
☐ Have you checked with your advisory committee?

Final approval needs to be completed by Dec 1st, for the following year.