

New Course & Materials Adoption Process



At-a-Glance

School Site
(Department, Admin Team, & C&I Exec. Director)

Districtwide Curricular Leads

Ed Services & Leadership

School Site Councils

CILT

Board Approved





New Course Adoption Process

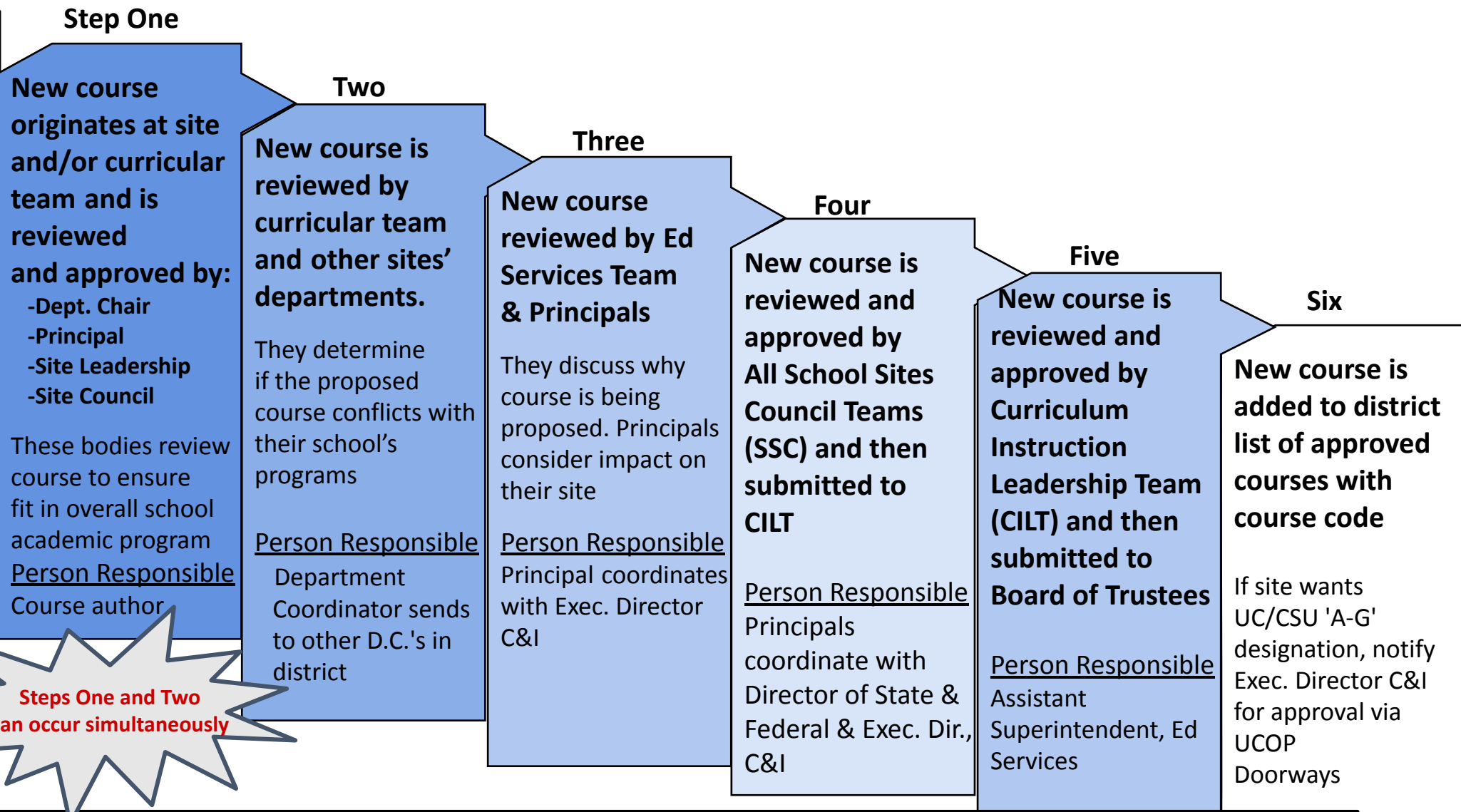


Be sure to notify the Exec. Director of C&I your interest in adding a new course in your Step One process.



[New Course Template](#)
(Make a Copy)

Steps One and Two can occur simultaneously



NOTE: If course requires textbook, please follow the RJUHSD textbook adoption process, see Exec. Director of Curriculum and Instruction.



Alignment

Compliance

Sustainability

Courses

National/State standards

UC/CSU/NCAA approved

RJUHSD Goals:

- *Supported by PLTs districtwide
- *Integrates digital learning
- *Includes common assessments
- *CTE: Part of Program of Study

Accessibility:

- Engaging for All Learners
- Culturally Responsive
- EL strategies and support
- ADA compliant materials
- Variety of learning modalities
- Intervention/Re-engagement lessons embedded throughout

- **Enrollment and scheduling factors** (impact to other programs)
- **Credentialing Considerations**
- **Facilities Needs**
- **Equipment, supplies**
- **Textbooks, SW, other tech needs**

Textbooks

Aligned to [CA CCSS Standards](#)

Evidenced Tier I: High-Quality instructional practices

Variety of connections to:

- * Careers
- * Real world applications
- * Potential projects
- * Critical thinking beyond the classroom

Accessible for All Learners

Complies with specific CA laws & content requirements

Complies with BP/AR 6141.1

All instructional materials are ADA & EL compliant

Complies with [Williams Act](#)

Costs

- *How long will it last?
- *Renewal costs: anticipated increases?

Indirect Costs

- *Required training for staff?
- *Required tech hardware upgrades?

Unexpected factors:

- *Covers entire course?
- *Can it be used in add'l courses?

Digital Materials*

(including instructional software, apps, add-ons, extensions, and tools)

Enhances learning for All Students

All PLTs agree to use it

Must comply with [AB 1584](#)

Must comply with [CIPA](#)

Must work on RJUHSD tech platforms

Costs

- *Licensing: Site, District, or Individual
- *How long will it last?
- *Renewal costs: anticipated increases?

Indirect Costs

- *Required training for staff?
- *Required tech hardware upgrades?