

Overview: RJUHSD Curriculum Adoption Process

Phase 1

Preparation
(1 month)

- ☐ Reference California State Board of Education Framework and Instructional Materials adoption timeline.
- ☐ Reference [EdReports](#), [What Works Clearinghouse](#), local LEAs and recent county adoption, and other relevant curricular adoption rubric tools.
- ☐ Consider local information, including budget and adoption timeframe of other subject area curricula

Phase 2
Planning
(1-2 months)

- ☐ Create a district adoption process using the information provided in:
 - [Guidelines for Piloting Textbooks and IM - Instructional Materials Adoption \(CA Dept of Education\)](#)
 - Content area curriculum framework chapter on instructional materials
 - Content area standards
 - County curriculum adoption toolkit (if provided)
 - ☐ Gather resources to be used in the adoption process
 - Adoption toolkit
 - Content area curriculum framework
 - Content area standards
 - List of state board-approved instructional materials
 - Local data (DCA, CAASPP Data, RJUHSD specific needs)
 - Applicable CA Education Code (including EC 60040-60045)
 - ☐ Ed. Services Admin: Preview State Board of Education-approved instructional materials (9-12) and any other available instructional materials.
 - ☐ Identify an advisory team to review instructional materials.
 - “The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff with subject-matter expertise, and students, as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.” (Education Code 60002 and BP 6161.1)
 - Teacher representatives include: relevant grade levels, Special Education, English Language Learners, and labor representatives
 - Other team members include parents, site administrators, content-level experts, instructional coaches, and district office administrators
 - Participants must:
 - ☐ participate in foundational learning to understand content area standards, instructional shifts, and adoption toolkit/rubrics (2-3 days)
 - ☐ pilot curriculum(s) under consideration (4-8 weeks)
 - ☐ Create a pilot/adoption timeline
 - Framework/standards training
 - Utilize the evaluation toolkit to review and narrow instructional materials
 - Recommend instructional materials for the pilot
 - Publisher training on instructional materials
 - Classroom piloting of instructional materials
 - The committee reviews the pilot and makes a recommendation
 - Board of Trustees information item
 - Public review of recommended curriculum (30 days)
 - Request Board of Trustees approval for adoption
 - Purchase instructional materials
 - Develop a training and implementation plan
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- ☐ Identify the budget for pilot process
 - Compensation/release time for teachers
 - Cost of pilot instructional materials

<u>Phase 3</u> Pilot (9 months)	<ul style="list-style-type: none"> ☐ Review standards, framework, and evaluation toolkit ☐ Review and narrow curriculum(s) utilizing the evaluation toolkit and the relevant CA Education Code ☐ Publisher training on curriculum and pilot planning ☐ Send a letter to district families and/or piloting classroom teachers notifying them of classes participating in a pilot process ☐ Pilot instructional material(s) and gather teacher, student, and family feedback ☐ Pilot committee recommendation Guidelines for Piloting Textbooks and IM - Instructional Materials Adoption (CA Dept of Education)
<u>Phase 4</u> Adoption (3 months)	<ul style="list-style-type: none"> ☐ Board of Trustees information item ☐ Public review (30 days minimum per Ed. Code 60202) <ul style="list-style-type: none"> ☐ “Each district board shall promote the involvement of parents and other members of the community in the selection of instructional materials.” (EC 60002). ☐ This includes email outreach to all parents, the opportunity to review the recommended curriculum in person or virtually, forms to collect feedback on the curriculum, and a summary of all parent feedback shared with the Board of Trustees. ☐ Request Board of Trustees approval for adoption ☐ Purchase instructional materials ☐ Disposal of old curriculum following surplus materials Board approval ☐ Curriculum Training Plan <ul style="list-style-type: none"> ☐ Standards and Framework ☐ Publisher Training ☐ Curriculum Arrival Plan ☐ The Curriculum Implementation Plan includes identifying sensitive topics and, if necessary, retraining impacted teachers on the use of the sensitive topics resource. ☐ Parent Information/Training includes parent information nights, outreach, and access to frequently asked questions.
<u>Phase 5</u> Implementation Support (Ongoing)	<ul style="list-style-type: none"> ☐ Identify who can support classroom implementation <ul style="list-style-type: none"> ☐ Print resources ☐ Digital resources ☐ Assessment ☐ Ongoing training <ul style="list-style-type: none"> ☐ Support of the initial implementation ☐ Follow-up training (going deeper as needed) ☐ Onboarding of new teachers to the district

Resources:

- [CDE's Timeline for Curriculum Adoptions](#)
- [Curriculum Frameworks & Instructional Materials - Curriculum and Instruction Resources \(CA Dept of Education\)](#)