



Instructional Materials Adoption Process

The Director of Curriculum, Instruction & Assessment shall convene a review committee for each instructional area included in the adoption.

The committee(s) shall include, but are not limited to:

- *Adequate representatives from each school level addressed in the adoption*
- *District expert teachers in the content areas of adoption*
- *Staff from the departments of Special Education, English Learners, and Assessment*
- *Parents and community members*

The committee shall review only those materials approved for adoption by the California Department of Education. The review committee shall consider applicable Board Policy criteria when selecting materials for recommendation to the Board of Education, to include:

Review Process

- *Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE*
 - a. *For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)*
 - b. *For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.*
- *Do not reflect adversely upon persons because of any characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)*
- *To the satisfaction of the Board, are accurate, objective, current, and suited to the needs and comprehension of district students at their respective grade levels (Education Code 60045)*
- *With the exception of literature and tradebooks, use proper grammar and spelling (Education Code 60045)*
- *Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)*
 - a. *The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by SBE.*
 - b. *The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.*
- *Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited, accurately portraying society's cultural and racial diversity*
- *Support the district's adopted courses of study and curricular goals*
- *Contribute to a comprehensive, balanced curriculum*

- *Demonstrate reliable quality of scholarship as evidenced by:*
 - a. *Accurate, up-to-date, and well-documented information*
 - b. *Objective presentation of diverse viewpoints*
 - c. *Clear, concise writing and appropriate vocabulary*
 - d. *Thorough treatment of subject matter*
- *Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels*
- *Stimulate discussion of contemporary issues and improve students' thinking and decision-making skills*
- *As appropriate, have corresponding versions available in languages other than English*
- *Include high-quality teacher's guides*
- *When available, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials*

In addition to meeting the above criteria as applicable, technology-based materials shall:

1. *Be both available and comparable to other, equivalent instructional materials (Education Code 60052)*
2. *Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners*
3. *Protect the privacy of student data*

While the committee is charged with recommending the most aligned and appropriate materials for the district, the committee may take into consideration the allocated amount provided for instructional materials purchase. In a year in which there is more than one major adoption or limited funding, the respective committees shall work together to ensure that there is proper distribution of funds to each area. The committee shall help to ensure equity in publisher access to the committee members and ensure that contacts with district staffs follow state regulations around these contacts. Publishers shall not contact schools directly unless authorized by the district.

Field-Testing/Piloting or Complimentary Materials

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards. All field-testing and piloting of instructional materials shall comply with CDE regulations regarding pilot testing materials and shall subject to the approval of the Superintendent. District personnel shall not accept complimentary materials once a publisher has been listed on the approved list for adoption by the California Department of Education. The only exception to this regulation is the provision of review materials in reasonable quantities. Pilot materials training shall be provided to teachers piloting instructional materials. Feedback from teachers piloting materials shall be made available to the Board before the materials are adopted.

Public Review of Instructional Materials Considered for Adoption

The Superintendent and Director of Curriculum, Instruction and Assessment shall maintain a display of sample instructional materials being considered for adoption. These materials shall be available for review on-site by public school personnel, parents/legal guardians and members of the community. The Director of Curriculum, Instruction and Assessment shall publicize information concerning the review of instructional materials to school personnel and the community. The district shall post a notice of Board of Education hearing in three public places within the district containing the time, place and purpose of the hearing.

Adoption of Instructional Materials

The review committee, as per the direction of the Director of Curriculum, Instruction and Assessment, shall present the review process, information about committee membership, the final recommendations for the adoption, and a plan to fully implement the instructional materials to the Board. The Director of Curriculum, Instruction and Assessment in consultation with the Superintendent shall recommended approval of the final selection and presents this information to the Board of Education.

Once materials are approved, the Director of Curriculum, Instruction and Assessment shall order the materials, maintain a record of inventory, and manage their timely distribution to schools.

Funding of Adopted Instructional Materials

Instructional materials funds are allocated as part of the Unrestricted Lottery Funds provided by the California Department of Education directly to the district and are discretionary by nature. Any shortfall in this allocation may be made up by district funds.

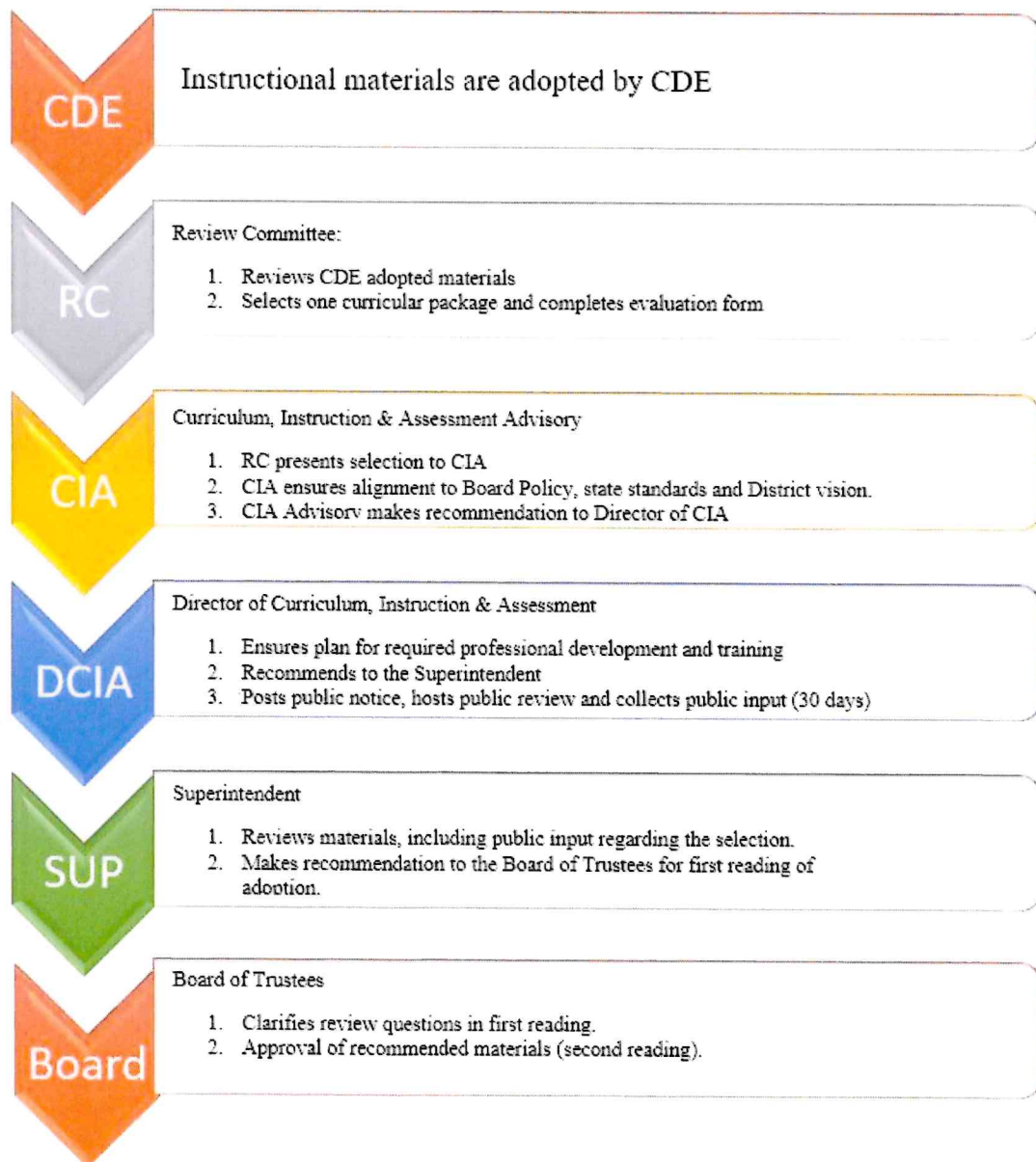
The purchase shall ensure that each student has appropriate instructional material for his/her personal use during their time in that class.

After the district purchase of the instructional materials additional funds may be distributed to the schools for the replacement of instructional materials that are lost, destroyed, or stolen as well as for consumable materials.

Implementation of Instructional Materials

Individual school principals shall be responsible for ensuring that the instructional materials are distributed to teachers and fully implemented in their schools. Professional development for teachers on the newly adopted instructional materials shall be included as an integral component of the implementation process. **Instructional Materials Flow-Chart**

Instructional Materials Adoption Process





Use the tool below to rate the instructional materials currently being considered.

Program:					
Criteria for Evaluating Current Instructional Materials	Not Evident.....Strongly Evident				
Content Alignment with Standards The content of the instructional materials are as specified in the Education Code, the Content Standards, and the Framework.	1	2	3	4	5
Program Organization The sequence and organization of the program is as specified in the Framework.	1	2	3	4	5
Assessment The strategies presented in the instructional materials for measuring what students know and are able to do are as specified in the Framework.	1	2	3	4	5
Universal Access Instructional materials are understandable to all students, including students eligible for special education, English learners, and students whose achievement is either below or above that typical of the class or grade.	1	2	3	4	5
Instructional Planning and Support Instructional planning and support information and materials are provided for use by teachers in implementing the Content Standards and Framework, containing suggestions and illustrative examples of how teachers can implement the instructional program.	1	2	3	4	5
Integrated ELD Instructional materials support the implementation of the ELD Standards used in tandem with the CA CCSS for ELA & Literacy to ensure students strengthen their abilities to use English as they simultaneously learn content.	1	2	3	4	5
Additional Comments:					

Instructional Materials Resources

WUSD Board Policies	6161.1: Selection and Evaluation of Instructional Materials AR 6161.1 Selection and Evaluation of Instructional Materials 6161.11 Supplementary Materials 6161.2: Damaged or Lost Instructional Materials AR 1312.2: Complaints Concerning Instructional Materials
CDE Resources	Instructional Materials Adoption (General Information) Social Content Review Curriculum Frameworks & Instructional Materials All Curriculum Frameworks

Supplemental Instructional Materials Request Form

Willows Unified School District

This form is to be completed by the individual, department, grade-level, or site requesting the supplemental instructional material. The responsibility for the selection/approval of the supplementary materials is delegated to the site principal and Director of C.I.&A., following the recommendation of the CIA Advisory.

Requests for supplemental instructional materials must be accompanied with this curricular framework, which includes investigation and reliability of the resource, alignment and supportive elements to the Common Core state standards, estimated use that maintains fidelity to adopted curriculum, the purpose of the supplemental material (goal), the intended use of the supplemental material, and how you will assess the effectiveness of the supplemental material. Sufficient additional documentation (i.e., quote, descriptions, flyers,...) must be attached to this document.

Submitted by: _____ School: _____

Date: _____ Content Area: _____ Course/Grade: _____

Instructional Material Name: _____

Publisher: _____ Edition: _____ ISBN: _____

Quantity: _____ Proposed Funding Source: _____

Is this resource consumable: ☐ Yes ☐ No

Utilized for: ☐ Tier 1 ☐ Tier 2/3

Will it need to be purchased annually? ☐ Yes ☐ No

Is this material: ☐ Digital/Online

☐ Print

Total Cost of materials: _____

☐ Both (digital/print)

☐ Online License

Is this supplemental material aligned to the California Common Core State Standards? ☐ Yes ☐ No

Is this supplemental material to be utilized in any of the following programs:

☐ Advance Placement

☐ Dual Enrollment

☐ Intervention

☐ General Ed Course

Provide an explanation of the purpose and/or goal in utilizing this supplemental material for this course. In addition, explain the ways in which the supplemental materials are aligned with and supports the learning of the learning outcomes and standards of this course.

Provide a rationale for the selection of this resource over others. Please include information regarding the investigation and reliability of the source/author.

Estimate the extent to which the supplemental materials will be used (i.e., how often), and how long into the future it will be relevant.

Describe your plan to assess the effectiveness of this supplemental materials?

Teacher signature: _____ Site Admin: _____

Director of CI&A: _____ Date of CIA Review: _____