



CalCurriculum Adoption Process

Step 1: Prework

1. Developing the District Lens

What do we know?

Effective planning and gathering of the current processes and data will establish a strong base when considering instructional materials and supports for your district in your adoption or implementation work. To begin, gather and consider data to answer the following questions. This information will help you to reflect on past successes and challenges, ground your instructional materials initiatives in data and consider implications for your process. Take this time to begin gathering an adoption committee as well.

Overview		
Action Steps	Tasks	Materials
1.1 Examine District Policies and Procedures for Instructional Materials	1.1a Review school board policy on instructional materials selection and adoption. 1.1b Review any teacher association agreements if applicable 1.1c Review district procurement procedure for core instructional materials. Consider any guidelines for print, digital, blended, or Open Educational Resources.	Template 1.1
1.2 Examine District Data and Success Indicators	1.2a Review district demographic data 1.2b Review state and district achievement data (specific to adoption content) 1.2c Review any curriculum implementation data	Template 1.2a Template 1.2b Template 1.2c
1.3 Reflect on Prior Materials Adoption and Implementation	1.3a Review past adoption practices 1.3b Review past rollout successes and challenges 1.3c Review past implementation successes and challenges	Template 1.3
1.4 Discuss Key Findings and Implications	1.4a List and discuss key findings and implications	Template 1.4

1.1 District Policies and Procedures

Know the rules of the road. Gather school district policies to help understand the processes historically undertaken for adoption and implementation of instructional materials. This includes considering CBAs, and other school or board policies/guidelines.

1.1a-c Guiding Questions

Who sets the policies and guidelines regarding the use of instructional materials in your district?

How do instructional materials get purchased in your district?

Who is involved in setting these guidelines? Are teachers involved? Parents? The teachers' union? School boards? Other consultants?

Are there any mandates around material use? (E.g. district must provide comprehensive sets of materials to meet needs of all learners).

What does the union contract say about materials and professional development around instructional materials?

Are there metrics in place around the quality of instructional materials? What are they?

Are materials purchased at the district or school level?

Do individual schools have additional, discretionary funds to purchase instructional materials? If so, how does this impact the selection process?

1.2 District Data and Success Indicators

Based on district educational goals for success, define what successful implementation of materials will look like. Identify and agree upon indicators of success, monitoring tools, and reporting process.

1.2a District Demographic Data		
Subgroups <i>E.g.. English Learners</i>	% of District Population <i>E.g.. 25%</i>	Notes <i>E.g.. 80% of ELs speak Spanish</i>
Teacher Demographics		
# of New Teachers (0-2 years)	Typical # of Teachers Hired Each Year	Average Years Experience

1.2 District Data and Success Indicators (Continued)

Based on district educational goals for success, define what successful implementation of materials will look like. Identify and agree upon indicators of success, monitoring tools, and reporting process.

1.2b Achievement Data									
	2014-2015			2015-2016			2016-2017		
	% Above Standard	% At/Near Standard	% Below Standard	% Above Standard	% At/Near Standard	% Below Standard	% Above Standard	% At/Near Standard	% Below Standard
K									
1									
2									
3									
4									
5									
6									
7									
8									

1.2 District Data and Success Indicators (Continued)

Based on district educational goals for success, define what successful implementation of materials will look like. Identify and agree upon indicators of success, monitoring tools, and reporting process.

1.2c Implementation Data

What is currently in use in classrooms? How do you know this?

What are the perceptions around the implementation of your current program? (qualitative data collected from parents, teachers, students)

What could this data plus the achievement data be telling you about students that are being served well and those who aren't?

How are you monitoring the success of your current materials? What is that data telling you?

What are your plans for monitoring the success of the next adoption?

1.3 Reflections about Prior Selection and Implementation

Understanding the strengths and challenges from past adoptions and implementations can help set your next adoption on the right foot.

1.3a-c Guiding Questions

How did you determine your selection criteria? What characteristics were the most important? Who determined those criteria?

How did you manage the timelines and communications plan around decisions?

Did you consult anyone outside of the committee about the quality of the materials?

Which stakeholders were most invested in adopting CCSS-aligned materials?

How important was cost of the instructional materials or support services like PD in the adoption decision?

1.3a-c Guiding Questions (Continued)

How did you consider vertical alignment of materials and the transitions from building to building?

How did formative and summative assessments in use in your district influence the adoption?

How did your district consider other characteristics beyond alignment?

What were the strengths and gaps of the materials adopted? How do you know?

What successes and challenges did your district experience while making the adoption decision?

How well did stakeholders, including teachers and school leaders support the final decision? Implementation of the materials?

How well did the instructional materials support improved student outcomes in your district? Are there students still needing support?

1.4 Key Findings and Implications

Use the template below to list key findings from your investigation of district policies, data and past experiences. Then discuss the implications these findings have for your new adoption.

Findings and Implications	
Key Findings	Implications for New Adoption