



ADMINISTRATIVE MEMORANDUM

CURRICULAR MATERIALS ADOPTION | 7001.1

District wide Purchase and Adoption of Curricular Materials

This process should be used for large-scale district wide adoption of materials and implementation in our school system. The process is intended to identify core materials, including textbook materials, resources and programs that will be used district wide in a course, grade or grade band.

1. Curriculum Supervisors and Education Associates continually review available materials for initial approval.
2. Curriculum Supervisors and Education Associates will enlist a committee comprised of educators directly impacted by the adoption of curricular materials. The committee will complete a review of the supervisor-approved materials using the Common Core Publisher's Criteria and/or the Achieve the Core Toolkit. Additional tools can be submitted for approval to the Curriculum Cabinet.
3. The committee should be open to impacted educators, but may be capped at a reasonable number. All efforts should be made to establish a representative group that includes administrators when forming this committee. The process used should be transparent and shared with the Curriculum Cabinet prior to starting the work. This should be presented to the Curriculum Cabinet in a formal proposal.
4. Findings, as well as a suggested path forward, will be reviewed with the Director of Curriculum and Instruction and shared with the content area's Curriculum Council. The following should be considered: potential pros and cons of the materials, cost of implementation, professional development considerations, alignment to standards, technology enhancements and integration, and digital content availability.
5. Curriculum Supervisors and Education Associates may select a program and develop a trial to allow for the selected program to be used in Red Clay classrooms. The duration of the trial, number of classrooms involved, and additional details will be formally presented to the Curriculum Cabinet.
6. A comprehensive report after the trial will be presented to Curriculum Councils and Curriculum Cabinet for recommendation to the Superintendent.

School wide Purchase and Adoption of Curricular Materials

The purpose of these guidelines is to support schools' use of supplemental materials and intervention materials while still maintaining district coordination and approval.

1. Materials that schools wish to use to supplement district-provided resources should be discussed with the appropriate Curriculum Supervisor or Education Associate.
2. Schools purchasing curricular materials of \$5,000 or more will require approval from the Office of Curriculum and Instruction.
3. Materials requested to meet the needs of students with disabilities or English language learners will also require coordination with the Student Services office.

Questions about the information contained in this administrative memorandum should be directed to the Director of Curriculum and Instruction.