

## District-wide Primary Curriculum Materials Adoption Procedures

The procedure outlined in this Exhibit specifies the actions that must be taken in accordance with Canyons School District Instructional Materials policy 600.02 when selecting district-wide primary curriculum materials.

District-wide primary curriculum materials are instructional materials intended for use by all CSD educators in all schools as the primary source of information for teaching the core standards in a given course. Materials include print and digital resources for educator and student use. Specific resources within the curriculum are mapped to a specific scope and sequence in the Instructional Guide for the course.

- Print resources include textbooks, consumable workbooks, books/novels, and any other print resources which students are required to have, use, or access during instruction.
- Digital resources include digital textbooks, electronic documents, digital tools, online applications or programs, software, video clips, websites, learning management systems, instruction and assessment platform and any other digital resources which students are required to have, use, or access during instruction.

Action Step	Suggested Timeline
1. Review research on best instructional practices for a given content area.	Spring (18 mos prior to implementation)
2. Review clearinghouse(s) for evidence-based instructional materials (if available) and/or research related to materials in the given content area.	Spring (18 mos prior to implementation)
3. Review <a href="#">USBE instructional materials reviews</a> for given content area (if available).	Spring (18 mos prior to implementation)
4. Solicit suggestions from national experts, other states/districts, teachers as appropriate (may conduct an RFI as needed).	Spring (18 mos prior to implementation)
5. Conduct an internal review of curriculum materials to narrow the choices for the District Curriculum Committee.	Spring (18 mos prior to implementation)
6. Notify MTSS Leadership of intent to move forward with the Curriculum Committee.	Spring (18 mos prior to implementation)
7. Notify the Board of Education and principals of curriculum selection timeline (rationale for new materials, committee selection, and timeline for selection process steps and implementation).	Spring (18 mos prior to implementation)
8. Establish a District Curriculum Committee that includes teachers, building administrators, district specialists, district administrators, and others as needed.	Spring (18 mos prior to implementation)
9. Convene the committee to review curriculum materials. Committee meeting(s) should include: <ul style="list-style-type: none"> <li>● Presentation of rationale for adoption</li> <li>● Presentation of best practices in given content area</li> <li>● Presentation of review criteria that includes <a href="#">Instructional Materials Selection Criteria</a> and selection specific criteria and accompanying rubrics</li> </ul>	Spring (18 mos prior to implementation)

<ul style="list-style-type: none"> <li>● Presentation of curriculum materials overview and supporting research</li> <li>● Feedback discussion</li> <li>● Completion of review rubric for each program <ul style="list-style-type: none"> <li>○ Each committee member can complete this independently and the facilitator can total up scores at the end of the meeting</li> <li>○ The committee may complete this as a group if a process for consensus is developed to arrive at a score for each component of the rubric. If this option is selected, provide an opportunity for members to offer open-ended feedback in writing.</li> </ul> </li> <li>● Gather additional feedback as needed from teachers</li> <li>● Finalize curriculum recommendation</li> <li>● A notetaker to record minutes</li> </ul>	
10. Summarize committee’s discussion and final recommendation.	May/June
11. Review committee discussion and recommendation with MTSS Leadership Team.	June
12. Develop implementation plan that includes: <ul style="list-style-type: none"> <li>● Communication to stakeholders</li> <li>● Scope and sequence for professional learning for teachers, administrators, coaches, and others involved in implementation</li> <li>● IT Collaboration/Planning</li> <li>● Purchasing timelines</li> <li>● Dissemination of materials</li> <li>● On-going coaching</li> <li>● Program evaluation</li> </ul>	Summer
13. Present summary and implementation plan to IAC and/or level meeting and adjust plan with MTSS Leadership team as needed based on feedback.	September
14. Reconvene committee in person or via email to confirm final recommendation or reconsider other options as a result of Step 10.	September
15. Provide summary of committee’s work and recommendation with Assistant Superintendent/Director of Instructional Supports to present to Cabinet to obtain approval.	Early October
16. Submit necessary documentation to ISD for annual curriculum proposal presentation to Board. <ul style="list-style-type: none"> <li>● <a href="#">Curriculum Checklist</a></li> <li>● <a href="#">Curriculum Overview</a></li> <li>● Implementation Plan</li> </ul>	Mid October
17. Notify Board and provide access to materials at least 2 weeks prior to first reading	Mid October
18. ISD Director presents all new district-wide primary curriculum	November

recommendations and implementation plan to Board.	
19. Provide access to materials and curriculum overview to each school and/or Teacher Resource Center, and online when available, for patrons to review and offer feedback. <ul style="list-style-type: none"> <li>Notify public of proposed curriculum and access opportunities through regular District communication channels</li> </ul>	November
20. Summarize feedback from patrons and additional information for the Board as requested.	November/December
21. Board takes action on recommended curricula.	December/January
22. Upon approval of adoption, work with purchasing to negotiate final pricing on adopted curriculum materials.	December/January
23. Update information on approved instructional materials website.	January
24. Review implementation plan with IAC and adjust plan as needed based on feedback.	January
25. Begin implementation plan.	Spring (prior to implementation)