

OSBA Model Sample Administrative Regulation

Code: IIA-AR(5)
Revised/Reviewed:

Independent Adoption of Core Instructional Materials

This administrative regulation applies to independent adoption of core instructional materials—materials which are not included on the state-approved list and are not supplemental, school library, or classroom library materials. The committee will include relevant subject area criteria published by the Oregon Department of Education.

1. Prior to an adoption study, teachers, administrators, parents, community members, and students may suggest materials they feel should be considered for adoption. Their specific suggestions or recommendations should be submitted to the [Assistant Superintendent of Teaching and Learning ~~curriculum coordinator/curriculum administrator~~] of the content area to be reviewed.
2. The [Assistant Superintendent of Teaching and Learning ~~curriculum coordinator/curriculum administrator~~] will compile and present all suggestions listed in Step 1 to a review committee. The review committee will be comprised of at least [five] members including the [Assistant Superintendent of Teaching and Learning ~~curriculum coordinator/curriculum administrator~~.] [two] teachers, [two] parents of students in the district selected by the [Assistant Superintendent of Teaching and Learning ~~curriculum coordinator/curriculum administrator~~] to represent elementary and secondary levels [and a district administrator or a librarian], as deemed appropriate.
3. In order to inform constituents who may wish to volunteer of the review process, an announcement will be made at a regular Board meeting, a public notice will be written, and affected parents will be notified at each building within one month of the committee's first meeting.
4. The committee will conduct a preliminary study of materials suitable for basic adoption. Publishers and curriculum consultants may be invited to participate in the study. Material under consideration for adoption by the committee will be available for review by district constituents upon request. An evaluation/rating instrument will be employed for all program/instructional materials considerations. The committee will decide whether to first initiate a pilot or trial use of a particular series or text or to proceed directly with an adoption. Any trial use or pilot should be coordinated and compatible with the proposed revisions in the curriculum guide. The proposed pilot or trial use must have approval of the principal and the teachers involved.
5. After a trial use or pilot in the classroom and/or committee review, the committee will release results of its evaluation of the instructional materials studied to the [superintendent]. Specific recommendations will be prepared and forwarded to the [superintendent]. The committee must show evidence of having used an evaluation or instrument to ensure conformity with curriculum program goals.
6. The [superintendent] [or designee] will review the recommended adoption and ensure that:
 - a. Appropriate procedures have been complied with;
 - b. Compatibility exists with other texts or skills presented at the same grade level in other curriculum areas;

- c. The cost is within budgeted amounts.

The [superintendent] [or designee] will issue a recommendation either endorsing the adoption proposal and forwarding it to the Board for approval or referring it back to the committee for revision or further study.

- 7. The Board may rule on the adoption recommendation or direct the superintendent to further action as it deems appropriate or conducive to reach established goals and objectives.

It is a principal's responsibility to implement and maintain the district-adopted instructional materials. Exceptions to implementation of this district-adopted instructional materials could occur only after following the procedure defined below:

- 1. If a teacher has a concern regarding the effectiveness/appropriateness of the adoption in the teacher's assignment area, the teacher may submit that concern in writing to the [principal]. If the [principal] shares that concern, the [principal] may refer the concern to the superintendent. [The superintendent will refer the concern to the [Assistant Superintendent of Teaching and Learning curriculum coordinator/curriculum administrator] for a recommendation.] The superintendent will issue a decision on the concern after receiving the recommendation;
- 2. If an administrator has a concern regarding the effectiveness/appropriateness of the adoption, or if the administrator would like to trial use/pilot a specific program, the concern or the request to pilot/trial use must be submitted to the superintendent for a decision. Should any pilot or trial use justify continuation beyond a single school year, the continued use requires the superintendent's approval.

A teacher or administrator may withdraw their concern at any time during the process.