

## **Policy 5407 Administrative Guidelines**

### **ELPS Curriculum Adoption Process**

When ELPS has the opportunity to adopt a new curriculum, the district assistant superintendent will initiate and oversee the following process and timeline. The process and timelines listed in this guidance are general - certain adjustments can be made to fit the circumstances of any particular curriculum adoption.

#### **General Process**

- Form a curriculum adoption committee.
- Curate an initial list of possible curriculum/textbook choices.
- Use research based rubrics to evaluate the curriculum options, including, but not limited to the following:
  - Equip Rubric
  - Assessing Bias Rubric
  - Education Justice Assessment & Transformation Tool (EJATT)
  - New York University Culturally Responsive Sustaining Education Scorecard
- Schedule curriculum presentations from the vendors who are selling the curriculum.
- Schedule school visits or phone conversations with current users in other school districts.
- Plan to pilot curriculum with ELPS teachers and students - Including student surveys.
- Plan a community curriculum night to present an overview of the curriculum(s) being considered and ask for feedback.
- Present final recommendations to the board Academic and Technology Committee.
- Submit recommendations to the board secretary for board review and action.

#### **Timeline**

- July – Planning meeting with grade level chair/department chair
- August – Forming the committee (See Committee Make Up))
- September – First committee meeting: Rubrics, narrowing choices
- October – Deeper dive into top choices (2 or 3)
- November – Curriculum presentations from vendors

- December – Pilot planning and training
- January – Pilot begins
- March – Pilot ends, teacher/student feedback, Family Community Night
- April – Committee processes all input – votes on 1<sup>st</sup> choice
- May – Top two choices presented to the board Academic and Technology Committee
- June – Board review and action
- July – Order materials (if approved by the BOE)
- August – Professional learning for full implementation (if approved by the BOE)

### **Committee Make Up**

The curriculum committee will be comprised of the following members:

- Classroom teachers
- Special education teachers
- English Language Learner teachers
- High school/Middle school/Elementary school teachers (consider including teachers from the grade above and the grade below)
- Administrators
- Technology office staff
- Parents/Families (Intentionally diverse)
- Director of Equity and Social Justice
- Student voice (Either by student survey, committee membership or both)