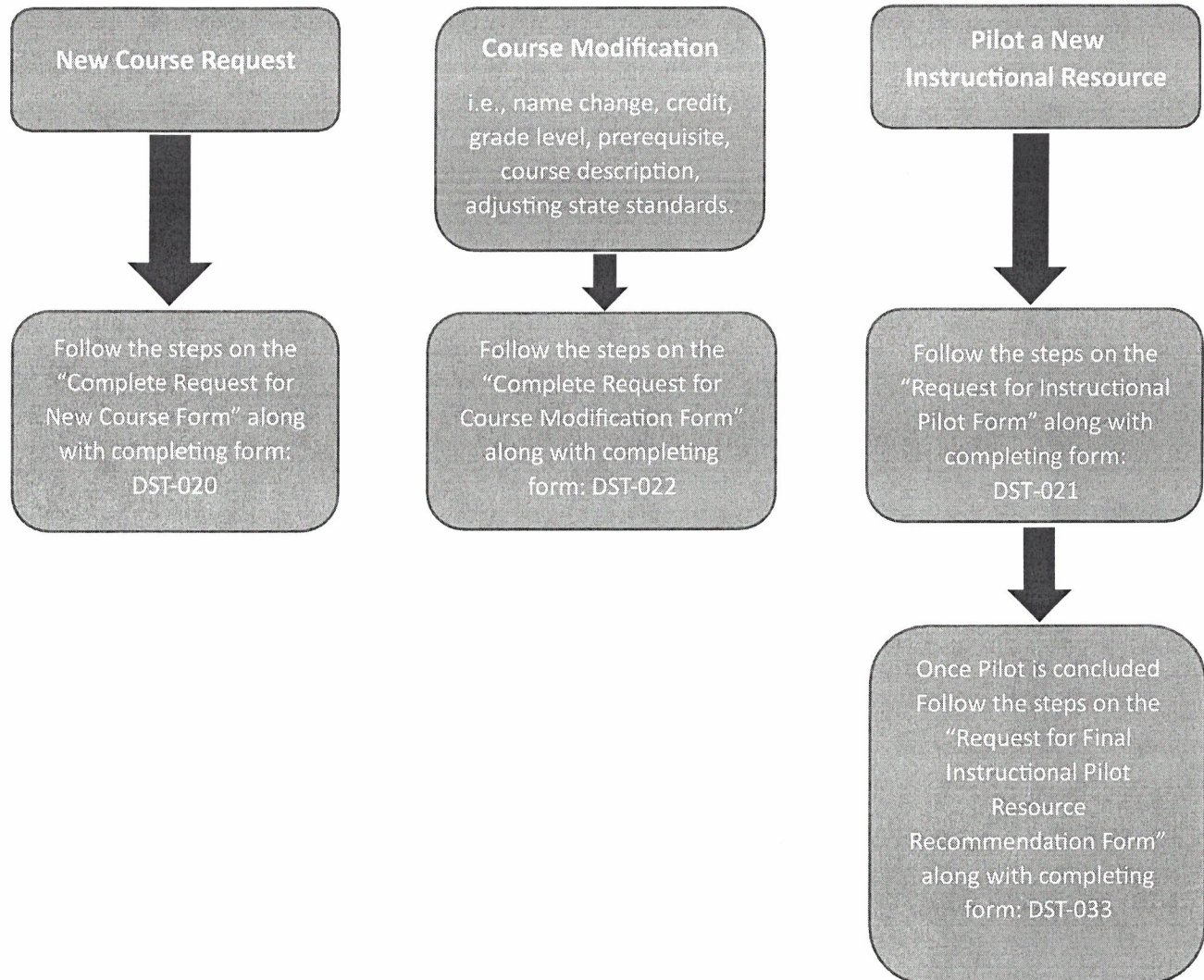




## GUIDE TO CHOOSING THE CORRECT FORMS AND PROCEDURES FOR CURRICULUM

What are you looking to do?



Before completing any form, discussions must be held with your building administrator, department, and all pertinent district department chairs at all levels.

All forms being completed for the Special Education Program must be forwarded to the Special Education Director.



## **Steps to Complete Request for Final Instructional Pilot Resource Recommendation Form: DST-033**

1. Please consult with your District Department Chairperson to determine whether this form is applicable, and the pilot has been approved.
2. Access the Staff Portal for Request for Final Instructional Pilot Resource Recommendation Form – DST-033
3. Complete the form with appropriate information requested:
  - a. When selecting a primary instructional material, the pilot committee must compare at least 3 different resources if available. Individual teacher supplemental resources do not need District approval when District funds are not being used.
  - b. Fill out form DST-033 for each resource being studied.

- Primary instructional materials (textbooks, software, databases, etc.) are those materials that are expected to be used consistently in classrooms.
- Supplemental instructional materials are those materials that are selected by individual teachers to enhance foundational materials.

4. Author sends completed Request for Final Instructional Pilot Resource Recommendation Form to the Administrative Assistant to Teaching and Learning. The Administrative Assistant to Teaching and Learning will distribute to all administrators and teachers for their review. Any comments should be directed to the District Department Chair within 3 school days.
5. Once discussed and approved at the building level, the request is sent to the Assistant Superintendent of Teaching and Learning.
6. Assistant Superintendent will bring to District Department Chair Council (DDCC). Person requesting pilot (or designee) will present at DDCC meeting. DDCC will discuss and vote.
7. Pilot request will go to the Teaching and Learning Board of Education sub-committee for recommendation for approval.
8. Assistant Superintendent will take to the Board of Education for formal Board approval of the final instructional pilot resource to be purchased for classroom use. Pilot team may be asked to present to the Board of Education.
9. Timeline for the forms to be completed and submitted:
  - a. High School – November CRC meeting
  - b. Middle School – November
  - c. Elementary - Does not pertain



# REQUEST FOR FINAL INSTRUCTIONAL PILOT RESOURCE

## RECOMMENDATION

### Part I: Review

| DISTRICT DEPARTMENT CHAIR COUNCIL RESULTS/SIGNATURES                                                            |                                                      |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Revision Necessary | Recommendation: Pasco Certified Version of OpenSciEd |
| High School Signature: <i>W. Burns</i>                                                                          | Date: November 3, 2025                               |
| Middle School Signature: <i>[Signature]</i>                                                                     | Date: November 3, 2025                               |
| Upper Elementary Signature: <i>[Signature]</i>                                                                  | Date:                                                |
| Lower Elementary Signature: <i>[Signature]</i>                                                                  | Date:                                                |

|                                                                                                                                                                   |                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Name(s) of Research Team Members<br>Haley Grisdale, Wendy Burns, Kaitlin Kogut, Kennedy Ochenski, Maria Ketelhut, Meaghan Everitt, Randy Morgan, January Stafford | Date<br>2024                                                       |
| Course Name<br>Biology                                                                                                                                            | Subject<br>Science <div style="float: right;">Grade<br/>9-12</div> |

| Texts/Resources Reviewed |                                  |                                         |                                                                                     |
|--------------------------|----------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------|
|                          | A                                | B                                       | C                                                                                   |
| <b>Name</b>              | OpenSciEd Biology                | Pasco Certified Version of OpenSciEd    | Inquiry Hub                                                                         |
| <b>Publisher</b>         | No Text - Access through website | No text - Access through Teacher Portal | No Text - Access through website                                                    |
| <b>Edition</b>           |                                  |                                         | <small>*Piloted when they were units. The best parts were adopted into OSE.</small> |

| I - a. Effectiveness of the Resource: Each committee will be responsible for establishing selection standards for each criterion in the following categories. |    | Rank Resource A, B and C by typing 1, 2 or 3 in the box (3 being highest). |       |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------------------------------------------------------------------|-------|-------|
| RESOURCE RATINGS                                                                                                                                              |    |                                                                            |       |       |
|                                                                                                                                                               |    | A                                                                          | B     | C     |
| 1. Addresses the Michigan Standards.                                                                                                                          | 1. | 3                                                                          | 3     | 3     |
| 2. Content:<br>In terms of achieving course goals...                                                                                                          | 2. |                                                                            |       |       |
| • Readability of the primary resource is appropriate for the grade/course                                                                                     |    | 3                                                                          | 3     | 2     |
| • Organizational of the primary resource is effective                                                                                                         |    | 1                                                                          | 3     | 1     |
| • Information is accurate and balanced                                                                                                                        |    | 2                                                                          | 3     | 2     |
| • Illustrative material is effective and sufficient                                                                                                           |    | 2                                                                          | 3     | 2     |
| 3. Instructional Aids                                                                                                                                         | 3. | 2                                                                          | 3     | 1     |
| • Audio access available?                                                                                                                                     |    | 1                                                                          | 3     | 1     |
| • Rate software and other resources provided with this resource.                                                                                              |    |                                                                            |       |       |
| 4. AP Course only - resource addresses College Board Standards                                                                                                | 4. |                                                                            |       |       |
| 5. Bias - resources is free of racial, religious, gender, ethnic and cultural biases.                                                                         | 5. | 3                                                                          | 3     | 3     |
| <b>TOTAL</b>                                                                                                                                                  |    | 16.00                                                                      | 21.00 | 14.00 |

## I-b Resources - Questions

| 1. What additional resources and/or software are included with this primary resource?                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                |                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| A                                                                                                                                                                                                                                                                                                                                                                                                           | B                                                                                                                                                                                                                                                                                                                                                                                              | C                                |
| No kits available to purchase through OpenSciEd have to use a 3rd party vendor such as ECA. Lake Orion has not had positive experiences with this vendor and thus are reducing accounts with them. Documents are shared as google files which teachers would have to download as Word or pdf docs. Has some sub plan ideas. Teacher resource videos are linked through YouTube and not easily found online. | Portal to access materials. Material Kits are available. Instructional videos to support teachers setting up labs. Has Formative assessments. Has some sub plans for teachers. Resources for absent students. ELL resources. All resources (Word docs and pdfs) can be shared on our learning platform. The portal access is available to Special Education teachers and ELL support teachers. | No resource kits were available. |

List and indicate why additional resources will be requested.

| A     | B     | C     |
|-------|-------|-------|
| None. | None. | None. |

List other additional resources that are required and why.

| A     | B                                                                                                                                                                                                        | C     |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| None. | Pasco sensors will need to be purchased to support data collection and analysis. Both are part of Cross Cutting Concepts and Science & Engineering practices required by the Michigan Science Standards. | None. |

## 2. Expense:

What is the cost and probable life? (i.e. binding, consumable)

| A                                                                                                                                              | B                                                                                                                                                                                                                | C                                |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Mainly consumable materials that would need to be replaced yearly. Also, doesn't support mathematical reasoning standards. ECA costs \$80,000. | Pasco kits were \$86,000 to implement. We sourced the materials and built kits for \$20,000. To support 5 teachers over 19 sections per year. We will need approximately \$7000 to refurbish all units per year. | No resource kits were available. |

Is this a classroom resource or individual student resource?

| A     | B     | C   |
|-------|-------|-----|
| Both. | Both. | N/A |

PART 2: RESOURCE SELECTED (only fill out the following for the selected resource)

Name of text/resource selected: Pasco Certified Version of OpenSciEd

Rationale for selection: Portal to access materials. Material Kits are available. Instructional videos to support teachers setting up labs. Has Formative assessments. Has some sub plans for teachers. Resources for absent students. ELL resources. All resources (Word docs and pdfs) can be shared on our learning platform. The portal access is available to Special Education teachers and ELL support teachers.

How does the resource address the Michigan Standards? If this is an AP course, is this text a college board approved AP text?

This resource has earned multiple NGSS designed badges. Highly ranked by Ed Reports for alignment with NGSS and cohesiveness.

Which standards are not addressed? None.

Which of these topics may surface as a result of using this resource? ☐ Race ☐ Gender ☐ Sexual identity and orientation ☐ sex ☐ suicide

☐ School shootings ☐ Abuse ☐ Magic ☐ Religion ☐ Politics ☒ Climate change ☐ Immigration ☐ Substance Abuse ☐ Other

Depth of Student Learning

- a. Students need to be familiar with a broad range of human experiences which can help them learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, develop techniques for formulating and evaluating position, and act in a responsible and effective manner.

The scope of work should:

- Relate to the outcomes of a course of study, school mission and the level of maturity the students;
- Not indoctrinate students to a particular point of view;
- Encourage open-mindedness and is conducted in a spirit of scholarly inquiry.

- b. Give examples of how the resource addresses the different wheels on the Depth of Knowledge chart to ensure the best resource for student learning.

This phenomenologically based resource requires students to be the knowledge generators and doers of science. This curriculum is activity before content therefore it builds STEM identity, problem solvers, and deep thinkers versus memorizing content.

c. Expense

What is the cost and probable life? (i.e. binding, consumables) Please attach a quote from the company.

See attached pricelist. Please note that it is \$1559 per lab group for 19 lab groups. Because the Science Specialist and HS Science Instructional Coach are sourcing and building kits themselves we have reduced the cost from \$86,000 to \$20,000.

Is this a classroom resource or individual student resource? Both.

d. References - Contact at least 2 other districts and collect comments on the following questions.

How effective is the resource in meeting your subject goals?

Rochester uses OpenSciEd (website version). Moderately effective.

Ferndale uses OpenSciEd (website version). Moderately effective.

What concerns do they have about this resource?

Teachers resistant to changes in instructional practice need additional support. In these districts teachers have to source their own materials with little to no instructional coach support and training. Lake Orion has all these supports in place for successful implementation.

See page 5 for "Material Request form".

Send complete form to District Department Chair who will review and forward to the Administrative Assistant to Teaching and Learning.



Lake  
Orion  
Community  
Schools

### FOR OFFICE USE

Date Entered:

PO #

Assistant Superintendent Signature:

## INSTRUCTIONAL MATERIAL REQUEST FORM

|                           |            |                |
|---------------------------|------------|----------------|
| EMPLOYEE NAME             | GRADE/DEPT | DATE REQUESTED |
| RATIONALE FOR REQUEST     |            |                |
| DISTRICT DEPARTMENT CHAIR | ACCOUNT #  |                |

| ORDER FROM                                                                               |     |           |
|------------------------------------------------------------------------------------------|-----|-----------|
| NAME OF COMPANY<br>(Use bid sheet or REMC costs for company and price whenever possible) |     | BUILDING  |
| ADDRESS                                                                                  |     | ADDRESS   |
| PHONE                                                                                    | FAX | ATTENTION |

| QUANTITY | CAT. NO. | DESCRIPTION | PRICE EACH | TOTAL |
|----------|----------|-------------|------------|-------|
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0     |
|          |          |             |            | 0.00  |
|          |          |             |            | 0.00  |
|          |          |             | Shipping   |       |
|          |          |             | TOTAL      | 0.00  |

PLEASE COMPLETE ALL INFORMATION REQUESTED.