



Eastpointe Community Schools Curriculum Resource Adoption Process

Definition of Curriculum: [ECS_Definition of Curriculum_2020_3_18 FINALrev](#)

Following a curriculum resource review where a new adoption is warranted, the following process should be followed:

Step 1: Core Curriculum Team is identified by administration	<ul style="list-style-type: none"> ● 2-3 staff members to initiate the work ● Curriculum Coordinator/Coach/Dept Head
Step 2: Survey Teachers/Principals	<ul style="list-style-type: none"> ● Experiences with current resource ● Strengths and weaknesses of current resource ● Priorities for a new resource ● Interest in serving on the curriculum committee ● Interest in piloting resources
Step 3: Core Curriculum Team Tasks	<ul style="list-style-type: none"> ● Analyze survey data ● Research using EdReports.org to identify viable new programs (alignment, usability, coherence, etc) ● Contact vendors for samples ● Establish Curriculum Adoption Committee* ● Share info with DTN
Step 4: Curriculum Resource Adoption Committee Meeting	<ul style="list-style-type: none"> ● Review potential new resources ● Attends vendor presentations ● Provides input on materials ● Consensus of no more than 2 resources to pilot ● Act as resource to pilot teachers
Step 5: Identify/Train Pilot Teachers	<ul style="list-style-type: none"> ● Representation from each building and grade level when possible ● Include both tenured and new teaching staff ● Training sessions done by vendors
Step 6: Pilot Period	<ul style="list-style-type: none"> ● Minimum of one full instructional cycle ● Teachers utilize pilot materials with students ● Implement program with fidelity ● Pilot teachers complete Pilot Input Form upon completion of pilot period



Step 7: Curriculum Resource Adoption Committee Meeting	<ul style="list-style-type: none"> ● Review all Pilot Input Forms ● Consensus on final resource to present for adoption. ● Create presentation for DTN
Step 8: Presentation to DTN	<ul style="list-style-type: none"> ● Review process followed to get to selected resource recommendation ● Include resource highlights ● How the resource meets the needs of staff and students ● How the resource is aligned to the CCSS ● Proposed implementation plan ● Obtain quotes as needed
Step 9: Presentation to School Board	<ul style="list-style-type: none"> ● Meeting #1: Curriculum leader presents to the board for adoption ● Adoption Committee attends and is available to answer any questions ● Curriculum Office invites BOE members to review resources ● Meeting #2: Board votes
Step 10: After Board Approval	<ul style="list-style-type: none"> ● Materials are ordered ● Implementation of training plan

**Curriculum Resource Adoption Committee may include: teachers, coaches, principals, curriculum department staff member, parent rep (7-9 people max)*

Additional Information:

Evidence of the work should be documented in a shared google folder. Examples of evidence include committee names, meeting agendas, meeting minutes, survey results, input forms, PowerPoints and training plans. Google folder is shared with Curriculum Dept Staff, all Building Administrators and the Curriculum Adoption Team.

It is important that the School Board is updated throughout this process. The Superintendent/or designee will share information with the School Board no less than three times prior to adoption.