

Three Rivers School District

Code: IIA-AR(1)
Revised/Reviewed: 7/10/06; 11/18/24
Orig. Code: IIA-AR

Instructional Materials/Program Adoption Process

The Board selects core instructional materials. The responsibility to ensure procedures on selection and recommendations for core instructional materials are followed rests with the superintendent. The responsibility for coordinating the distribution of core instructional materials to classes also rests with the superintendent. It is the principal's responsibility to implement and maintain the core instructional materials, and teachers are expected to use selected core instructional materials in the classroom.

Adoption Process

1. Prior to an adoption, teachers, administrators, parents, citizens, and students may suggest materials they feel should be considered for adoption. Their specific suggestions or recommendations should be submitted to the curriculum coordinator/curriculum administrator overseeing the adoption process.
2. The curriculum coordinator/curriculum administrator will compile and present all suggestions listed in Step 1 to the adoption committee. The adoption committee will be comprised of the curriculum coordinator/curriculum administrator, K-12 teachers who currently teach the subject, specialists, administrators, and community members (if possible).
3. In order to inform constituents of the adoption process, an announcement will be made at a regular Board meeting, and 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 using the Oregon Department of Education's recommended list as a place to start. 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.
5. After a trial use in the classroom and/or committee review, the committee will release results of its evaluation on the programs/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 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.
7. The superintendent will decide after reviewing the recommendation to either send the proposal back to the committee for further review or to forward it to the Board for approval.
8. 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.
9. All teachers in the Three Rivers School District will be expected to use core instructional materials adopted by the Board.