

Hockinson School District
Curriculum Adoption Process

The adoption, development and implementation of curriculum is a joint responsibility of the district’s professional staff, interested parents and community members, administration, and school board. The Assistant Superintendent of Curriculum and Instruction has the primary responsibility for the orchestration and coordination of all curriculum development activities. The building principals are responsible to supervise the implementation of curriculum and supportive materials as well as participate in its development.

Hockinson School District recognizes the need for continuing improvement and growth of their respective educational programs. To this end, the curriculum shall be developed on a continuing basis and in accordance with the HSD District Policy 2020 and the following plan for curriculum development, adoption, implementation and evaluation.

HSD Curriculum Review Process

Phase	Summary	Activities
Phase I	Needs assessment, identifying key concepts/standards to teach and consider	<ul style="list-style-type: none"> • Assemble curriculum review team • Overview of total process and plan for process
Phase II	Material review, adoption, and acquisition	<ul style="list-style-type: none"> • Publisher program presentations • Teacher teams use IMET • Teachers may pilot sample materials • Teacher Lab Classes • Present findings to IMC • Board approval • Purchase
Phase III	Staff professional learning, curriculum and material implementation	<ul style="list-style-type: none"> • Professional learning offered before end of year and beginning next year • Curriculum implemented in classroom • Opportunities for feedback from teacher • DO discuss and review new curriculum
Phase IV	Evaluation plan	<ul style="list-style-type: none"> • Plan to evaluate at end of Phase III • Recommendations for additions or deletions • Superintendent reports findings to board • If needed, modifications adopted by board

Phase I (Needs assessment, literature review, and curriculum adoption)

1. A Curriculum Review Team (CRT) will be convened consisting of grade level teachers, building administration, instructional coaches, and the Assistant Superintendent of Curriculum and Instruction.
2. The CRT will begin the curriculum adoption process by identifying key standards and concepts to teach and hold students accountable to learn. These standards will serve as the foundation of our local curriculum. These local curriculum standards will also include state and federal standards. Additionally, clear performance indicators should be developed referencing what students need to know and what they will be able to do by the end of each school year in which the subject/content is taught.

Upon completion of this needs assessment, phase II of the process may now begin.

Phase II (Material review, adoption and acquisition)

1. Materials will be obtained (i.e. sample texts, videos, supplemental materials, etc.) for review by the teachers expected to teach the curriculum standards adopted in phase I. Using instructional materials evaluation tools, teachers will review the proposed materials to determine whether they will be effective in order to meet the approved district curriculum standards.
2. Teachers may pilot (with approval of the district) some or all of the sample materials throughout the review period. Classrooms may also be identified as lab classrooms where teachers may have the opportunity to observe the curriculum pilot.
3. Teachers expected to teach to the curriculum standards will meet and discuss the merits of each of the sample curricula and supplemental materials. After review, a recommendation will be made by the CRT as to which materials will best support the adopted curriculum standards.
4. The CRT will make available the materials to the public for further input.
5. The CRT will make their final recommendation to the district Instructional Materials Committee (IMC).
6. After approval of the materials by the IMC, the superintendent will make a recommendation to the school board requesting the specific materials (textbooks, videos, supplemental materials, etc.) be adopted.

If approved, the process of purchasing the adopted textbooks and supplemental materials will be completed. Phase III may now begin.

Phase III (Staff Training, Curriculum and Material Implementation)

1. Professional learning needs will be assessed and training will be offered to teachers.
2. Curriculum standards and materials will be implemented in the classroom.
3. Opportunities for teachers to discuss/review the new curriculum standards and materials will be provided and facilitated by the building principals and district office.

Phase IV (Curriculum and Materials Evaluation)

1. The CRT will develop an evaluation plan at the end of the phase III to determine the effectiveness of the adopted curriculum standards and materials.
2. Recommendations will be solicited from teachers, the Curriculum Review Team, and school board in regards to additions and/or deletions to the curriculum standards and materials.
3. The superintendent will then report the CRT's final findings to the school board.
4. If needed, modifications to the curriculum standards and materials will be approved by school board.