



**WWPS Comprehensive Core Curriculum Adoption Process**  
Established 2016

Step	Activity	Summary
1	Curriculum Identified for Possible Upgrade	Curriculum identified for upgrade/adoption based on WWPS Adoption Cycle (e.g. approximately every 6 years for most core curriculum), or other need triggers review (e.g. lagging student performance data, change in State/National standards)
2	Board Apprised of Adoption Process	School Board notified of year-long curriculum upgrade process, engagement activities and milestones
3	Preliminary Practitioner Input	Classroom teacher preliminary input sought (e.g. strengths/weaknesses of current materials, specific department/program needs, program alignment considerations)
4	Practitioner Materials Research Team Identified	Teachers/staff identified to serve on the practitioner team to explore material options, review state and district curricular standards, and evaluate preliminary teacher input
5	Publisher Engagement	Curriculum publishers engaged to present research-based materials to practitioner team for review and consideration
6	Curriculum Finalists Identified	Practitioner team narrows curriculum to finalists for deep review and consideration using "Indicators of Quality Rubric," among other factors
7	Possible Pilot	When appropriate, practitioner team may recommend piloting curriculum finalists in order to broaden teacher input and more deeply explore curriculum tools/resources
8	Draft Recommendation Identified	Practitioner team compares strengths/weaknesses and pilot experiences in order to identify up to two, top curriculum finalists
9	Parent/ Stakeholder Review and Input	Families contacted via phone/text/email, invited to attend curriculum presentation event or to review/inspect materials under consideration at their own leisure. Additionally, ads are taken out in the newspaper as well as social media posts, advertising the same opportunity for community review. All input received is provided to the Instructional Materials Committee.
10	Final Recommendation to IMC	Following parent/stakeholder input, the Practitioner team endorses final recommendation based on parent/stakeholder input and prior findings
11	WWPS Instructional Materials Committee (IMC)	WWPS convenes comprehensive review committee (IMC) to deeply evaluate recommended curriculum and process utilized by the research team. The IMC consists of: 3 principals (1 elementary, 1 middle school, 1 high school) 7 teachers (2 elementary, 2 middle school, 2 high school, 1 special education), CTE Director, Curriculum Coordinator, Bilingual Coordinator, Executive Director of Teaching and Learning, School Board Member (non-voting) Assistant Superintendent, and the Superintendent. Committee criteria can be found at: <a href="https://www.wwps.org/district/information/school-board/procedures/series-2000/5126-2020-course-design,-selection-and-adoption-of-instructional-materials">https://www.wwps.org/district/information/school-board/procedures/series-2000/5126-2020-course-design,-selection-and-adoption-of-instructional-materials</a>
12	Preliminary School Board Recommendation	If recommendation is approved by the IMC, the Teaching and Learning Department and key practitioner staff present recommendation to the School Board for review/consideration. Community comment/feedback welcomed at School Board meeting.
13	Final School Board Decision	After at least two weeks has elapsed, the School Board will consider final adoption. Additional community comment/feedback welcomed prior to Board decision.