NEW INSTRUCTIONAL MATERIALS PROCEDURE (CUR-P002)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure describes the process in which the Curriculum and Professional Development Support processes the purchasing of new instructional materials series in the Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Administrators, Curriculum and Professional Development Support

3.0 APPROVAL AUTHORITY:

3.1 Associate Superintendent, LSU A  

3.2 Associate Superintendent, LSU B  

3.3 Associate Superintendent, LSU C  

3.4 Associate Superintendent, LSU D

4.0 DEFINITIONS:

4.1 New Instructional Materials Series: New instructional materials series is defined as the purchase of instructional materials never used in the Sacramento City Unified School District.

4.2 Administrators provide direction and support to each of the four Learning Support Units, school sites, and staff for Reading/Language Arts, Mathematics, Science, History/Social Studies, Physical Education, and Visual and Performing Arts.

4.3 California Schedule for Curriculum Framework Development and Adoption of K – 8 Instructional Materials document provides the State adoption cycle of curriculum frameworks and the adoption of K – 8 Instructional Materials.

4.4 SCUSD K – 12 Adoption Cycle and Estimated Cost 2006 – 2011 Matrix addresses the year in which instructional materials will be purchased and the approximate cost of those materials.

4.5 State Content Standards describe the content students need to master by end of each grade level (K-8) or cluster of grades (9-12).

4.6 Board Policy 6161.1 Selection and Evaluation of Instructional Materials

4.7 Administrative Regulations 6161.1 Selection and Evaluation of Instructional Materials

5.0 PROCEDURE:

5.2 The Administrators will organize K-12 district instructional materials committees of teachers, parents and students representing our schools and administrators. The instructional materials committees review previous district student performance in subject areas.

5.3 As part of the instructional materials review process:
   5.3.1 Instructional materials will be obtained.
   5.3.2 Instructional materials may be piloted in our schools.
   5.3.3 At the K-8 level, the Directors and the committee develop the criteria for selecting new instructional materials from the approved State Board of Education K-8 Instructional Materials documents.
   5.3.4 At the high school level, instructional materials are reviewed for alignment to state content standards, for meeting our student needs, and alignment to district priorities.
   5.3.5 Information gathered from the piloting teachers, from the instructional materials committees, and from public responses is used in formulating the recommendations for adoptions.

5.4 The instructional materials committees complete the evaluation and select one title to recommend. The Administrators submit the recommendations to the Associate Superintendents and to the Superintendent’s Cabinet for approval.

5.5 The Associate Superintendents and the Superintendent’s Cabinet review the instructional materials recommendations and either approve or reject the recommendations.
   5.5.1 If approved,
      5.5.1.1 the instructional materials are placed on public display for 30 days. During this period, the public may review the recommendations and make comments.
      5.5.1.2 the instructional materials recommendations are forwarded to the Superintendent to be submitted to the Board of Education for approval and adoption.
   5.5.2 If recommendations are not accepted,
      5.5.2.1 the Administrators meet with the instructional materials committees to discuss concerns and review and evaluate other options.
      5.5.2.2 the instructional materials committee may resubmit an alternative recommendation if they can find a instructional materials that meets criteria set by the Directors and the needs of faculty and students.

5.6 Once the Board approves the new instructional materials series, the Administrators negotiate the purchase with the publishers, including ancillary materials.

5.7 Once negotiations are completed and the Board adopts a final budget, the Directors initiate purchase requisitions for the new instructional materials series.
5.8 Supplementary instructional materials being considered for use in our schools will follow the same evaluation and approval processes as core instructional materials.
6.0 ASSOCIATED DOCUMENTS:

6.1 State Content Standards
   6.1.1 Reading-Language Arts K-12
   6.1.2 Mathematics K-12
   6.1.3 Visual and Performing Arts K-12
   6.1.4 History-Social Science K-12
   6.1.5 Science K-12

6.2 SCUSD K – 12 Adoption Cycle and Estimated Cost 2006 – 2011 Matrix

6.3 California Schedule for Curriculum Framework Development and K-8 Instructional Materials

6.4 Conflict of Interest Form

6.5 Board Policy 6161.1 Selection and Evaluation of Instructional Materials

6.6 Administrative Regulations 6161.1 Selection and Evaluation of Instructional Materials

7.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-12 instructional</td>
<td>Curriculum and Instruction</td>
<td>5 years</td>
<td>Discard as desired</td>
<td>Locked off-site storage</td>
</tr>
<tr>
<td>materials adoptions</td>
<td>Files</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K-6 instructional</td>
<td>Curriculum and Instruction</td>
<td>5 years</td>
<td>Discard as desired</td>
<td>Locked office</td>
</tr>
<tr>
<td>materials adoptions</td>
<td>Files</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev.</th>
<th>Description of Revision:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/19/05</td>
<td>A</td>
<td>Initial Release</td>
</tr>
<tr>
<td>11/08/06</td>
<td>B</td>
<td>• Revised to reflect new organizational structure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Retention table updated</td>
</tr>
</tbody>
</table>