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

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**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 | _____<br>Signature | _____<br>Date |
| 3.2 Associate Superintendent, LSU B | _____<br>Signature | _____<br>Date |
| 3.3 Associate Superintendent, LSU C | _____<br>Signature | _____<br>Date |
| 3.4 Associate Superintendent, LSU D | _____<br>Signature | _____<br>Date |

**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:**

- 5.1 The Administrators coordinate the purchases of instructional materials in Sacramento City Unified School District based on the California Schedule for Curriculum Framework Development and K-8 Instructional Materials.

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- 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.

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- 5.8 Supplementary instructional materials being considered for use in our schools will follow the same evaluation and approval processes as core instructional materials.

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**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:**

| <u>Identification</u>                  | <u>Storage</u>                   | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u>       |
|--|----------------------------------|------------------|--------------------|-------------------------|
| 7-12 instructional materials adoptions | Curriculum and Instruction Files | 5 years          | Discard as desired | Locked off-site storage |
| K-6 instructional materials adoptions  | Curriculum and Instruction Files | 5 years          | Discard as desired | Locked office           |

**8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u>   |
|--------------|-------------|---|
| 1/19/05      | A           | Initial Release   |
| 11/08/06     | B           | <ul style="list-style-type: none"><li>• Revised to reflect new organizational structure</li><li>• Retention table updated</li></ul> |