



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4092

PAGE: 1 OF 4

CATEGORY: **Instruction, Curriculum Development**

EFFECTIVE: **7-01-62**

SUBJECT: **Distribution or Sale of Curriculum Publications**

REVISED: **5-03-2002**

A. PURPOSE AND SCOPE

1. To outline procedures for supplying district-produced instructional materials to district schools, central offices, and other institutions, and for selling/licensing materials to outside agencies.
2. **Related Procedures:**

Use or purchase of district property or services by nondistrict organizations or individuals	9220
Monitoring development and content of instructional materials supporting district adoptions	4097

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-3000, F-1500, F-2050.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Educational and School Services Department, Institute for Learning.
2. **Definition. District-produced instructional materials:** District publications designed to outline, establish, and/or support district curricular programs and to assist teachers, administrators, students, and the public in understanding and implementing the programs. Publications include, but are not limited to, teaching guides, course outlines, syllabuses, student instructional materials, tests and/or assessment instruments, and informational leaflets and brochures for students, parents/guardians, and the public.
3. **Functions and Responsibilities**
 - a. **Administrators of curriculum departments and other offices** authorize and/or lead the development of district instructional materials. Procedure 4097 outlines the process for writing and producing materials supporting district adoptions.

- b. **Materials Development Unit, Educational and School Services Department**, edits and produces instructional publications, arranges for their placement in the district stock system, and maintains catalogs of available publications. Charge publications (Stock Class 31) and no-charge publications (Stock Classes 40 and 41) are listed in the *Catalog of Curriculum Publications* (E.1.). Adoption support publications (Stock Classes 70–79) are listed in the *Catalog of District-Produced Instructional Materials Eligible for Purchase with SIM Funds* (E.2.). All are included in the District On-Line Stock Catalog (E.3.).
- c. Although not generally done, the district may make district instructional materials available to outside agencies, (e.g., other school districts, educators, teacher-training institutions, and/or textbook publishers) for educational use.
- d. If copies of district instructional materials are sold to agencies outside the district, the price shall include developmental, printing, shipping, and handling costs. The Executive Officer to the Chancellor or designee is authorized to approve the sale of these materials, the total sales price of which shall not exceed five thousand dollars (\$5,000) for any one transaction.
- e. If publication rights to district instructional materials are sought by a commercial publisher, a licensing agreement stipulating compensation terms and other conditions shall be executed. The Educational and School Services Director is responsible for contract negotiations and processing to the Board of Education.

D. IMPLEMENTATION

1. Ordering of District Instructional Materials by District Personnel

- a. **Teacher** determines need for materials and contacts principal or designee for approval.
- b. **Principal or designee**
 - (1) Must authorize request for instructional materials.
 - (2) Consults *Catalog of Curriculum Publications* (E.1.), *Catalog of District-Produced Instructional Materials Eligible for Purchase with SIM Funds* (E.2.), or District On-Line Stock Catalog (E.3.) to identify available materials.

SUBJECT: **Distribution or Sale of Curriculum Publications**

NO: **4092**

PAGE: **3 OF 4**

EFFECTIVE: **7-01-62**

REVISED: **5-03-2002**

- (3) If materials are Class 31 charge items or Class 40 or 41 no-charge items, orders them through the Procurement and Distribution Department, Business Services Division, Administrative Operational Support, on-line stock ordering system.
 - (4) If materials are Class 70–79 SIM items, prepares and forwards preprinted order form or stock requisition (E.4.) to the Materiel Control Unit, Procurement and Distribution Department, for annual SIM order, with copy to the Materials Development Unit.
 - c. **Procurement and Distribution Department** maintains stock of district-produced instructional materials available for distribution; distributes requested materials via school mail or district delivery truck or, in case of emergency, arranges for pick-up at the Supply Center.
2. **Initial Distribution Within District. Materials Development Unit program manager or designee:**
 - a. Consults with administrators of curriculum departments or other offices to prepare approved initial distribution lists.
 - b. When material is sent to Printing Services Unit, Procurement and Distribution Department, forwards approved lists, as appropriate, to the Supply Center for use in distribution of materials.
3. **Ordering by Out-of-District Agencies. Materials Development Unit:**
 - a. Responds to out-of-district requests for district-produced instructional materials; typically, sends a letter to requestor explaining that district budget and personnel constraints preclude out-of-district gifts or sales of materials.
 - b. If sale of materials to outside agency is authorized by the Executive Officer to the Chancellor or designee, prepares and forwards order to the Supply Center for fulfillment; prepares “Billing Fact Sheet” (E.5.) in duplicate; forwards original to the Accounting Department, Finance Division, Administrative Operational Support, for customer billing and eventual income disposition and retains copy for office file.

SUBJECT: **Distribution or Sale of Curriculum Publications**

NO: **4092**

PAGE: **4 OF 4**

EFFECTIVE: **7-01-62**

REVISED: **5-03-2002**

E. FORMS AND AUXILIARY REFERENCES

1. *Catalog of Curriculum Publications*, Stock Item 41-C-7785
2. *Catalog of District-Produced Instructional Materials Eligible for Purchase with SIM Funds*, Stock Item 41-M-0605
3. District On-Line Stock Catalog, available through district mainframe
4. Stock Requisition form, Stock Item 22-R-3270
5. Billing Fact Sheet, available from the Accounting Department

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education