



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4510

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CATEGORY: **Instruction, Instructional Materials**

EFFECTIVE: **10-6-75**

SUBJECT: **District-Purchased Instructional Materials, K-6**

REVISED: **8-11-99**

A. PURPOSE AND SCOPE

1. To outline policies and procedures governing selection, evaluation, approval, and purchase of elementary school textbooks, library books, pilot program books, and nonprint materials paid for by the district.
2. **Related Procedures:**
 - Materials for instructional use in schools, general 4500
 - Criteria for instruction and adoption and use of instructional materials 4050

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy; Education Code Sections 60000-60315.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Educational and School Services Department, Instructional Support Services, Institute for Learning.
2. **Definitions**
 - a. **Materials for instructional use:** Instructional materials may be printed or nonprinted and may include textbooks, technology-based materials, other educational materials, and tests. The State Board of Education determines the instructional materials best suited for the students in the state. That list is given to all school districts. Basic instructional materials for use in district classrooms must come from that list, unless a waiver to the state is submitted and approved.
 - b. **Basic instructional materials for classroom use by most students** in achieving program/course objectives will be reviewed/evaluated/field-tested by a committee made up of teachers, administrators, special interest groups (Second Language, Special Education, Race/Human Relations and Guidance, etc.), parents and/or members of the community. Their recommendation(s) are presented to the Board of Education for approval and implementation.
 - c. **Field-testing:** Use and evaluation of nonadopted instructional materials to assess their effectiveness in achieving program or course objectives and to see how well they apply to standards adopted by the Board of Education. Materials may be field-tested as part of instruction. Approval to field-test is granted by principal

and subject-area manager and/or the Educational and School Services Director, depending upon category of materials involved.

- d. **State instructional materials:** Materials adopted by the State Board of Education and generally purchased with State Instructional Materials (SIM) Funds. (Procedure 4505). These materials also may be purchased with district or special project funds.

3. **Policies**

- a. **Granting of approval.** Approval to use basic instructional materials housed at schools may be granted in the following ways:
- (1) Adoption by the Board of Education.
 - (2) Adoption by the State Board of Education (State Instructional Materials).
- b. **Coordination.** Responsibility for evaluating and coordinating use of instructional materials to be housed at schools, including field-testing and evaluation of potential materials, is vested jointly in appropriate subject-area manager and the Educational and School Services Director. If plans to use materials on a trial basis originate at a school, principals are expected to involve appropriate subject-area manager in formulation of those plans.
- c. **Purchase**
- (1) **Approved instructional materials** housed at schools are purchased by schools from that school's instructional supply funds, from State Instructional Materials Funds, or from special project funds.
 - (2) **Materials for field-testing** will be provided by the Educational and School Services Department.
- d. **Use of instructional materials at home.** At the discretion of site principal, students may be allowed to take home either state or district-adopted elementary textbooks.
- e. **A Book Purchase Request** is completed for all book purchases and is forwarded to the Instructional Materials Services Unit, Instructional Media Center, for processing.

- f. **Elementary instructional materials** are adopted on a six- or eight-year rotation schedule based on the Master Plan for Instructional Materials and on the state adoption list.

D. IMPLEMENTATION

1. Selection, Evaluation, and Approval of District Textbooks

- a. **Educational and School Services Director**, in consultation with the Instructional Materials Supervisor and subject-area manager, determines subjects and special areas for which instructional materials will be evaluated.
- b. **Samples of instructional materials** are obtained from publishers and are housed at Cleveland Evaluation Center. Appropriate subject-area staff, organize an evaluation committee (including teachers) to study samples and make recommendations regarding use and adoption. Parents and community members must serve on the committee.
- c. **Educational and School Services Director** receives from subject-area manager the recommendation(s) of the evaluation committee(s) and develops a report of the recommendation(s) to be submitted to the Board of Education.

2. **Multimedia services manager**, curriculum resource librarian, teachers, site administrators, subject-area staff, and other district staff determine the need for new library books at the Instructional Media Center (IMC). Multimedia services manager and the curriculum resource librarian use professional judgment, staff recommendations, and committee recommendations to select IMC library books for purchase.

a. Evaluation process

- (1) Multimedia services manager, when notified of types of materials needed for evaluation, orders materials requested from appropriate vendors.
- (2) Designated personnel evaluate and fill out an evaluation report, indicating the value of such material for instructional programs, and including the recommendation to purchase or not to purchase.
- (3) Multimedia services manager and appropriate subject-area staff review all evaluations and determine materials to be purchased.

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b. **Acquisition of materials**

- (1) **District funds.** Multimedia services manager purchases and distributes materials from the IMC.
- (2) **School funds.** Site principal purchases and distributes materials.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



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