



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4520

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CATEGORY: **Instruction, Instructional Materials**

EFFECTIVE: **10-06-75**

SUBJECT: **Basic Instructional Materials, 7-12**

REVISED: **8-26-99**

## A. PURPOSE AND SCOPE

1. To outline administrative policies and procedures governing selection, acquisition, and use of basic instructional materials and the field testing of nonadopted basic instructional materials.
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 60000-60102, 60400-60414.

## 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. Technology-based materials include, but are not limited to, software programs, videodisks, compact disks, optical disks, video and audio tapes, lesson plans, and databases.
  - b. **Basic instructional materials:** Materials for classroom use by most students in achieving program/course objectives; approval for use, usually in the form of formal adoption, is granted by the Board of Education.
  - 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 the regular classroom 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, Grades 7-8:** Materials adopted by the State Board of Education and generally purchased with State Instructional Materials (SIM) Funds (Procedure 4505).

### 3. Policies

- a. **Use of unauthorized materials.** Because the district is required by law to report annually the titles of texts approved for use in adopted courses of study, *use of nonadopted basic instructional materials is prohibited* unless specifically authorized (see Procedure 4500).

A list of basic textbooks approved by the Board of Education for districtwide use is published annually. Instructional materials supplanted by new adoptions and no longer appearing on the approved list may *not* be purchased or used unless a waiver is completed and approved by appropriate subject-area manager and the Educational and School Services Director.

- b. **Approval.** Approval to use basic instructional materials is granted upon adoption by the Board of Education. The board adopts instructional materials for established courses and for new courses on a six- or eight-year rotation schedule based on the Master Plan for Instructional Materials.
- c. **Coordination.** Responsibility for coordinating the use of basic instructional materials is vested in appropriate subject-area manager. If plans to use materials on a trial basis originate at a school, principals are expected to involve the appropriate subject-area manager along with the Educational and School Services Department in formulation of those plans.
- d. **Recommendation of materials for study.** The Educational and School Services Department administers the district's K-12 adoptions through the *Master Plan for Instructional Materials*. This document includes all courses that participate in the adoption process. The Master Plan is reviewed yearly to add and/or subtract courses as needed.
- e. **Study of materials for possible adoption** may be accomplished in two major ways:
- (1) **Districtwide review/evaluation.** A letter is sent in July to over 350 publishers requesting instructional materials samples for review and/or evaluation. Adoption committees are formed and include site teachers, site administrators, representatives from Special Education, Second Language,

GATE, Race/Human Relations and Guidance, community and/or parents. Materials are evaluated from August-December and final committee selections are brought forward. Educational and School Services staff finalizes budgets and prepares a board report. This report lists each course and the program being brought to the Board for approval along with specific information relevant to each program.

(2) **Interdivisional Curriculum Committee (ICC)**

- (a) In making recommendations, a manager should consider the diversity of those who teach the course for which materials are being studied. ICC receives, assesses, and recommends to the Board of Education requests for curriculum change, including school-initiated pilot programs and courses; course revision as a result of the routine instructional materials adoption cycle; program revision based on assessment by the program manager in response to requests from department chairs and/or principals, and in response to research trends, community needs, etc.; and course or program revisions required by the state legislature, courts, superintendent, or the Board of Education.
  - (b) Evaluation shall be based on criteria adopted by the Board of Education. ICC may agree upon additional criteria based on course objectives, characteristics of students, special conditions for use, and financial resources. In formulating recommendations, ICC should examine the materials and review results of field testing within the district, when available.
  - (c) Subject-area manager or individual site prepares summaries of data, interpretations, and recommendations resulting from committee evaluations; retains one copy for files and forwards summaries to the Educational and School Services Director.
- f. **Purchase of materials.** Schools may, at any time, purchase adopted basic instructional materials with school funds.
- (1) **Initial issue.** In general, when basic instructional materials first are adopted for use on a districtwide basis in approved district courses, such materials are provided by the Educational and School Services Department in year of adoption only. Generally, materials are received by the district distribution center during the summer and are sent to schools prior to beginning of

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instruction in the fall. Schools not offering a course in year of adoption but offering it in subsequent years must finance materials from their own funds.

- (2) **Replacement or additional materials.** Replacement of lost or damaged basic instructional materials or purchase of materials after initial issue to meet additional needs is the responsibility of individual schools; normal ordering procedures are followed.

**D. IMPLEMENTATION**

**E. FORMS AND AUXILIARY REFERENCES**

1. Request to Field Test Instructional Materials (available from Educational and School Services Director).
2. Report of Results of Field Testing Instructional Materials (available from Educational and School Services Director)

**F. REPORTS AND RECORDS**

**G. APPROVED BY**

  
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For the Superintendent of Public Education