



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4521

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CATEGORY: **Instruction, Instructional Materials**

EFFECTIVE: **10-06-75**

SUBJECT: **Supplementary Instructional Materials, K-6**

REVISED: **8-04-2000**

## A. PURPOSE AND SCOPE

1. To outline policies and procedures governing selection, acquisition, and use of supplementary instructional materials housed at schools and field testing of new supplementary instructional materials housed at schools.

### 2. **Related procedures:**

Instructional materials and equipment at IMC .....	4555
State instructional materials, K-8 .....	4505
Basic instructional materials, 7-12 .....	4520
Criteria for instruction and for adoption of instructional materials .....	4050
Materials for instructional use in schools, general .....	4500

(Includes rights of parents/guardians to inspect instructional materials, disposal of instructional materials, and contacts by publishers' representatives.)

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1000, F-5000, F-5010, F-5300, F-5310, F-5450; Education Code Sections 60000 et seq, 60100 et seq, 60200 et seq, 60400 et seq.

## 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. **Definitions**
  - a. **Materials for instructional use:** Includes books (text, library, and reference), microfilm, microcomputer disks, audiovisual materials (videotapes, records, compact discs, and tapes), periodicals (newspapers and magazines), and other printed materials (charts and posters).
  - b. **Supplementary instructional materials:** Materials for use by students as an additional classroom resource in achieving program or course objectives.
  - c. **Field testing:** Use and evaluation of nonadopted instructional materials to assess their effectiveness in achieving program or course objectives. Materials may be field-tested as part of the instruction in adopted or pilot programs or courses. Approval to field test is granted by principal and subject area

curriculum manager, or other designated district staff, depending upon the category of materials involved.

- d. **State instructional materials, Grades K-8:** Materials adopted by the State Board of Education and generally purchased with State Instructional Materials (SIM) Funds (see Procedure 4505).
3. **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 or nonapproved supplementary instructional materials is prohibited unless specifically authorized* (see Procedure 4500). A list of supplementary textbooks approved by the Board of Education for districtwide use is published annually. Texts supplanted by new adoptions and no longer appearing on the approved list may *not* be purchased unless approved by appropriate subject area curriculum manager.
4. **Approvals Needed.** Approval to use supplementary instructional materials may be granted in the following ways:
  - a. Adoption by the Board of Education.
  - b. Approval by appropriate subject-area curriculum manager upon recommendation of site principal.
5. **Coordination of Program.** Responsibility for coordinating the district supplementary instructional materials program is vested in the Educational and School Services Department. Use of materials, including field testing and evaluation of potential materials, is vested in appropriate subject-area curriculum manager. If plans to use materials on a trial basis originate at a school, principals are expected to involve appropriate subject-area curriculum manager in formulation of those plans.
6. **Recommendation of Materials for Study.** Any district employee or member of the community may recommend supplementary instructional materials for possible adoption. However, appropriate subject area curriculum manager usually initiates proposals to study materials for possible adoption when it is apparent that materials currently in use are no longer as effective as newly published materials.
7. **Evaluation of Materials.** Evaluation of materials for possible approval shall be according to criteria adopted by the Board of Education (Procedure 4050), and may be accomplished in three ways:

- a. **Study by curriculum manager and staff.** Appropriate subject area curriculum manager, together with subject-area resource staff and/or specially designated school staff, may evaluate materials and prepare recommendation.
  - b. **Field testing.** Materials may be field-tested in established courses or in conjunction with a pilot course, and may be acquired by: (1) purchase from school funds; (2) purchase from district funds administered by the Educational and School Services Department; (3) loan or gift from a publisher. Acquisition of materials for field testing is coordinated by the instructional materials supervisor. Placement of materials for field testing, regardless of the source of acquisition, is a responsibility of the subject-area curriculum manager. Materials may be transferred from one school to another for further field testing.
  - c. **Materials Study Committee**
    - (1) **Members** are appointed by the Educational and School Services Director upon recommendation of appropriate subject-area curriculum manager. In making recommendations, the curriculum manager should consider the diversity of those who teach the course for which materials are being studied. Committee should include a community representative.
    - (2) **Evaluation** shall be based on subject-area standards adopted by the Board of Education. Study committees may agree upon additional criteria based on course objectives, characteristics of students, special conditions for use, and financial resources. In formulating recommendations, study committees review results of field testing within the district, when available.
    - (3) **Subject-area curriculum manager** prepares summaries of data, interpretations, and recommendations resulting from committee evaluations; forwards summaries to the Educational and School Services Director.
8. **General Use at Individual Schools.** 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, video, compact or optical disks, video and audio tapes, lesson plans, and databases. The Educational and School Services Director will monitor and approve all ZK budgets. If sites use any other fund code, the principal will be responsible for ensuring that the textbooks and materials purchased are appropriate and meet state and district standards. The district's approved Course of Study and adopted curriculum must be followed or a waiver must be submitted and approved.

Waivers are no longer necessary when purchasing ten or more copies of nonadopted instructional materials or library books for supplemental use, unless the ZK budget is used.

9. **Purchasing**

- a. **"Book Purchase Requisition, Short Form"** is completed for all books that have assigned district identification numbers. These books have been approved by the Board of Education and are listed in the *Ordering Guide for Current District Adoptions*.
- b. **"Book Purchase Requisition, Long Form"** is completed for nonadopted books.

10. **Funding** is a responsibility of the school.

**D. IMPLEMENTATION**

1. **Recommendation of Materials for Study**

- a. **Any district employee or member of the community** may recommend supplementary instructional materials for possible adoption by submitting recommendations to appropriate subject-area curriculum manager.
- b. **Subject-area curriculum manager**
  - (1) Initiates proposals for study of materials for possible adoption;
  - (2) Makes preliminary assessment of all materials proposed for study; and
  - (3) Determines most effective means to conduct a study.

2. **Field Testing**

- a. **Teacher (via site principal)**
  - (1) Completes "Request to Field Test Instructional Materials" and submits form to appropriate subject-area curriculum manager.
  - (2) Upon completion of the field test, completes "Report of Results of Field-Testing Instructional Materials"; submits form to appropriate subject-area curriculum manager.

- b. **Subject-area curriculum manager** prepares summaries, interpretations, and recommendations regarding effectiveness of field-tested materials in meeting specified course objectives and submits to the Educational and School Services Director.
3. **Review of Materials and Test Results**
  - a. **Educational and School Services Director** notifies publishers of a forthcoming study of instructional materials for supplementary use; includes a request for an appropriate amount of materials for examination.
  - b. **Study committee** examines materials and reviews results of field testing within the district, when available; evaluates materials according to adopted criteria, and prepares recommendation.
  - c. **Subject-area curriculum manager** prepares summaries of data, interpretations, and recommendations; submits to the Educational and School Services Director.
4. **Adoption of Materials.** The Educational and School Services Director submits report on supplementary instructional materials via the superintendent to the Board of Education for adoption.

## **E. FORMS AND AUXILIARY REFERENCES**

1. Forms available from the Educational and School Services Director:
  - a. Request to Field Test Instructional Materials
  - b. Report of Results of Field Testing Instructional Materials
2. Waiver Form for Instructional Materials, available from the Educational and School Services Director
3. Book Purchase Requisition Short Form, Stock Item 22-R-3025
4. Book Purchase Requisition Long Form, Stock Item 22-R-3021

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**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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