



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4000

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CATEGORY: **Instruction, Goals**

EFFECTIVE: **8-02-76**

SUBJECT: **Instructional Programs, General**

REVISED: **2-18-03**

A. PURPOSE AND SCOPE

1. To outline design of the district’s instructional program and administrative procedures for making appropriate changes, and to define relative roles and responsibilities of schools, departments, and divisions in the instructional program. Criteria for development, selection, and adoption of instructional materials are covered in Procedure 4050.

2. **Related Procedures:**

Criteria for instruction and for adoption and use of instructional materials	4050
Graduation from senior high schools	4770
Pilot programs (K-6) and pilot courses (7-12)	4060

3. **Related Programs:** (District web site at www.sandi.net/policy or see alphabetical index for procedure number.)

Biliteracy Program	Moral and Spiritual Education
Child Development Centers	Race/Human Relations Program
Compensatory Education	School Improvement Program
Family Life Education	School-to-Career Program

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-4000, A-5000, A-6000, B-1120, C-2000, C-2200, D-3000, F-1000, F-1050, F-1100, F-1500, F-2000, F-2110, F-2200, F-5000, F-8000, I-4400, K-2000; Education Code Sections 51041, 51050.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Design of Instruction.** Instructional programs will be described using the following constructs:
 - a. Contribution to specific district goals
 - b. Relationship to identified site needs

- c. Program development process
 - d. Program implementation plan and source of funds
 - e. Program evaluation process and success criteria
 - f. Site governance approval
3. **Instructional Requirements and Constraints.** Laws and policies that have specific impact on the district's instructional program include:
- a. **Federal requirements**
 - (1) Civil Rights Act of 1964, including Educational Amendments of 1972 and subsequent legislation, contains restrictions prohibiting discrimination on the basis of religion, race, ethnic origin, sex, or handicap under any educational program or activity receiving federal financial assistance. Agencies applying for funds authorized in Public Law 93-380, HR 69, August 1974 (Public Law 89-10) are required to comply with the legal mandate delineated in Title VI of Civil Rights Act. Title VI mandates that no person shall be excluded from participation in, or be denied benefits of, federally-funded projects on the grounds of race, color, religion, or national origin; nor shall any person be subject to discrimination under any program or activity receiving federal financial assistance. An applicant receiving federal financial assistance through the California State Department of Education must assure that it will comply with Title VI, Civil Rights Act.
 - (2) General Education Provisions Act of 1974, Section 439, provides for protection of student rights by making available to parents and guardians all instructional materials to be used in connection with any research or experimentation program or project.
 - b. **State requirements**
 - (1) Education Code provides guidelines for the district's educational program, general requirements for courses of study, and minimum requirements for elementary instruction and for high school graduation.

- (2) Education Code prohibits instruction, school district-sponsored activities, and use of instructional materials that reflect adversely upon persons because of race, color, creed, national origin, ancestry, or sex.
- (3) Education Code includes requirements for instructional materials content; recommended guidelines are part of the state frameworks approved periodically by the Board of Education.

c. **District policies**

- (1) The official course of study is contained in *Course of Study, K-12*, adopted by the Board of Education annually, usually in September or October. The *Course of Study, K-12*, may be adopted in the form of an entire document or an addendum to the existing adopted document, depending on the extent of revisions. The basic *Course of Study, K-12*, and addenda, if applicable, remain in effect until a complete new document is adopted.
- (2) The board, by law, prescribes requirements for promotions and graduation (Procedure 4770).
- (3) The board has established policy in support of certain programs referenced in A.3. Integration programs shall receive primary consideration in planning and development efforts.

4. **Approval of Instructional Programs**

- a. The specific California frameworks are submitted to the state Board of Education for approval prior to implementation.
- b. Instructional programs, courses, course guides, and basic materials are recommended by the superintendent to the Board of Education for approval prior to implementation (Education Code Section 51050).

5. **Goal Setting and Needs Assessment**

- a. **Student needs and priorities** are continually reviewed by district and school staff.
- b. **School staffs** further develop and particularize goals, objectives, and priorities to meet needs of school, department, class, and individual students within general guidelines established by the board and the Institute for Learning.

- c. **Institute for Learning**, working cooperatively with school staff and teachers, formulates and recommends program goals based on current staff and student needs as well as on recent curriculum study and research. Following action by the Board of Education, the Institute for Learning formulates appropriate program and course objectives and expedites implementation of board-adopted program policies, goals, and priorities.
 - d. **Interdivisional Curriculum Committee** is the highest officially designated curriculum group that reviews and recommends new courses, deletion of courses, and changes to approved courses to the Board of Education. It provides a forum for central office and site administrators to discuss curriculum issues and promote ongoing evaluation and improvement of the district instructional program. Functions of the Interdivisional Curriculum Committee include monitoring the process used in initiating course proposals, suggesting changes in the process, and recommending appropriate proposals after review in terms of changing needs of society and students.
 - e. **Board of Education**, upon recommendation from the superintendent, approves philosophy, policies, goals, and priorities of the district's K–12 instructional program, including proposals received from the Interdivisional Curriculum Committee.
6. **Program Development**
- a. **Resource personnel** of the Institute for Learning provide leadership, coordination, and support services for improvement of instruction and promotion of curriculum innovation.
 - b. **Classroom teachers** participate in curriculum development through curriculum committees, materials and equipment review committees, curriculum writing, pilot programs and courses, teacher-initiated projects, and grants.
 - c. **Community individuals and organizations** make recommendations for changes in the instructional program to the Institute for Learning or to site administrators who may carry the recommendations forward to the Interdivisional Curriculum Committee.
 - d. **Teacher-initiated projects**. Individual teachers or groups of teachers submit projects covering specific classroom purposes (Procedure 4060).

- e. **Pilot programs and courses.** School staffs initiate elementary-level pilot programs and secondary-level courses (Procedure 4060). Subject area directors/program managers, in cooperation with appropriate central office and school staff, also may initiate curriculum change with districtwide, area, or school implications, following the same procedures.
- f. **Interdivisional Curriculum Committee** has the major responsibility for recommending new courses, deletion of obsolete courses, and changes in existing course attributes. Upon review by this committee, approved recommendations are forwarded to the Board of Education. Committee membership includes:

School Site Representatives

1 elementary school principal
1 middle school principal
1 senior high school principal
1 elementary school teacher
1 middle school teacher
1 senior high school teacher

Institute for Learning

Curriculum and Instruction Executive Director
Literacy Director
Science Director
Mathematics Director
School-to-Career Director
Visual and Performing Arts Director
Standards, Assessment, and Accountability Executive Director
Social Studies Program Manager
Biliteracy Program Manager
Educational Technology Program Manager
Special Education Director (Instruction)
Student Services Executive Director
Adult Education Program Manager
Extended Day Learning Opportunities Director
Gifted and Talented Education Program Manager
Life Skills Program Manager
Materials Development Editor (non-voting staff)

Materials Development Editorial Assistant (non-voting staff)
Instructional Materials Services Supervisor (non-voting staff)

Human Resource Services Division

Supervising Credentials Specialist (non-voting staff)

Finance Division

Grants and Special Projects Manager

Information Technology Department

Senior Systems Analyst (non-voting staff)

- g. **Board of Education**, upon recommendation from the superintendent, approves policies and priorities for instructional program development, including addition, modification, or deletion of courses of study, pilot programs and courses, and instructional materials.

7. **Program Implementation**

- a. **Classroom teachers** have primary responsibility for adaptation to classroom needs and implementation of the instructional program within district guidelines.
- b. **School administrators** interpret and implement district-approved instructional programs in light of an individual school's needs.
- c. **Institute for Learning subject area directors/program managers** monitor instructional programs within the area of their assigned responsibilities and initiate and implement plans with principals and district leadership personnel to ensure effective maintenance of the approved instructional program.
- d. **Superintendent** implements policies, rules and regulations, and the instructional program of the district.
- e. **Board of Education** approves courses of study and use of textbooks and other instructional materials. The Board of Education also approves requests for textbook waivers.

8. **State Testing.** The state requires a number of achievement tests; a schedule of tests for the current year is issued annually via information circular.
- a. **Evaluation services.** The Standards, Assessment, and Accountability Executive Director administers evaluation of the district's educational program and special projects, including the district testing program. Assessment and Evaluation Team staff provide consultant and contract evaluation services and assist in evaluating special programs and projects.
 - b. **Classroom teachers** evaluate instructional programs in their classrooms by using various assessment techniques that measure student achievement and progress.
 - c. **Institute for Learning staff** provides subject area expertise and cooperate in development and implementation of an evaluation program related to their assigned subject area.
 - d. **Subject area directors/program managers and school administrators** cooperate with the Assessment and Evaluation Team in development and implementation of evaluations of instructional programs they supervise.
 - e. **Instructional leaders** work cooperatively to plan and implement evaluations of educational programs.
 - f. **Superintendent** plans and recommends policies and goals of the district's evaluation program for board approval, and directs operation of all evaluation services.
 - g. **Board of Education** "shall evaluate its educational program, and shall make such revisions as it deems necessary" (Education Code Section 51041).

D. IMPLEMENTATION (Details are outlined in programs listed in A.3.)

E. FORMS AND AUXILIARY REFERENCES

- 1. Course of Study, K-12, Stock Item 41-C-7151
- 2. Addendum to Basic Course of Study, Stock Item 41-M-1000
- 3. Supplement to the Course of Study, K-12, Stock Item 41-M-1050

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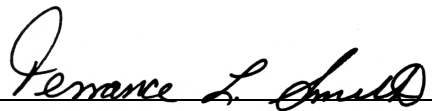
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F. REPORTS AND RECORDS

G. APPROVED BY



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For the Superintendent of Public Education