



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4097

PAGE: 1 OF 4

CATEGORY: **Instruction, Curriculum Development**

EFFECTIVE: **1-29-83**

SUBJECT: **Monitoring Development and Content of Instructional Materials Supporting District Adoptions**

REVISED: **6-23-99**

A. PURPOSE AND SCOPE

1. To outline procedures for initiating, monitoring, and evaluating development and content of instructional materials supporting district adoptions. The procedures cover curriculum writing and editorial/production processes for district-developed adoption materials.
2. **Related Procedures:**
 - Criteria for instruction and for adoption and use of instructional materials 4050
 - Nondistrict instructional programs, materials, or services 4053
 - Materials for instructional use in schools, general 4500
 - Materials development services 4558

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-4000, A-4600, B-1170, F-1000, F-1050, F-1100, F-1500, F-2000, F-2050, F-2100, F-2110, F-2120, F-2130, F-2900, F-2925, F-2950, F-5000, F-5001, F-5300, F-8800, H-8900, I-1400.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Materials Development Services Unit, Educational and School Services Department, Instructional Support Services, Institute for Learning.
2. **Functions and Responsibilities**
 - a. The director of the Educational and School Services Department determines the subject area/course adoptions to be implemented by the district each year, based on the state adoption cycle, the district *Master Plan for Instructional Materials, Grades K-12* (E.1.), available State Instructional Materials (SIM) and district funds, and other considerations.
 - b. Each adoption chairperson (typically a curriculum program manager or curriculum resource teacher) and the Materials Development Services Unit program manager meet to determine district-developed adoption support needs, materials specifications, projected time lines, and respective responsibilities.

- (1) Materials are to be completed and published as early as possible in the first or second year of the adoption, preferably no later than the start of the second year. Exceptions may be authorized by the director of the Educational and School Services Department.
 - (2) At the end of the second year of the adoption, curriculum development budgets for adoption materials will be closed, and any remaining funds will be transferred to the *Master Plan for Instructional Materials, Grades K-12*, budget unless special circumstances warrant an extension and approval is granted by the director of the Educational and School Services Department.
- c. For each adoption with curriculum-development needs, the Materials Development Services Unit program manager, using materials specifications, develops a project budget for curriculum writing, production (editing, word processing, illustration), and printing. If projected costs are within *Master Plan* limitations, the program manager completes the “District-Developed Support Materials” page of the “Instructional Materials Adoption Packet” (E.2.). If projected costs exceed *Master Plan* limitations, the program manager works with the chairperson and adjusts specifications as necessary. All curriculum development funds, including funds for curriculum writing, are placed in the Materials Development Unit adoption budget for monitoring and reconciliation.
- d. Each adoption chairperson with curriculum development needs selects a teacher-writer or a team of writers. Prior to any writing activity, the chairperson and each writer review and sign an “Instructional Materials Writing Assignment Agreement” (E.3.), which delineates writer responsibilities. Emphasis is given to compliance with federal copyright regulations; prohibitions on use of standardized, norm-referenced tests; adherence to district policies regarding race/human relations issues; and completion of assignment on schedule.
- Note:** Signed “Instructional Materials Writing Assignment Agreements” (E.3.) must be on file with the Materials Development Services Unit program manager for curriculum writers to be eligible for payment.
- e. Materials Development Services Unit editorial staff provide curriculum writers with an orientation covering such topics as the publication process, writing guidelines, federal copyright law, reprint permission requirements, relevant district policies and procedures, and computer usage.
- f. Each adoption chairperson, writer or writer team, and often a Materials Development Services Unit editor collaborate on development of curriculum

materials. They confer to review content, ensure compliance with regulations and guidelines, and check progress toward completion. The chairperson may involve the curriculum program manager, director, or other experts as advisors or reviewers at any time during the development process.

- g. Throughout the writing process, curriculum department directors or program managers monitor the work of each adoption chairperson and writer/team. If work is satisfactory, directors or program managers initial writer time cards and forward them to the Materials Development Services Unit program manager for signature and processing. The Materials Development Services Unit program manager monitors writing progress versus time line for all adoption projects and collaborates with curriculum directors, program managers, and/or chairpersons to ensure completion of writing on schedule and within budget.
- h. Upon receipt of final draft manuscripts from adoption chairpersons, the Materials Development Services Unit program manager and staff provide editorial, word processing, art, and print-processing services. They collaborate with each adoption chairperson or writer/team to attain consensus on content and format of materials, which must comply with legal and general criteria governing district-adopted instructional materials, as delineated in Procedure 4050. They ensure that materials meet district publication standards.
- i. Throughout the editorial/production process, the Materials Development Services Unit program manager monitors work progress versus time line to ensure project completion on schedule and within budget.
- j. Upon approval of final edited materials by the curriculum program manager and/or director, Materials Development Unit staff prepare camera-ready copy, process materials to print, and arrange for district distribution. They also arrange for inclusion of new adoption materials in the *Course of Study, K–12* (E.4.), and appropriate district publications catalogs (E.5. and E.6.) to facilitate future access by district teachers and administrators.

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. *Master Plan for Instructional Materials, Grades K–12*, available from Educational and School Services Department.
2. Instructional Materials Adoption Packet, available from Educational and School Services Department (“District-Developed Support Materials” page is Attachment 1).

SUBJECT: **Monitoring Development and Content of
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NO: **4097**

PAGE: **4 OF 4**

EFFECTIVE: **1-29-83**

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3. Instructional Materials Writing Assignment Agreement (Attachment 2), available from Materials Development Services Unit.
4. *Course of Study, K-12*, Stock No. 41-C-7151.
5. *Catalog of Curriculum Publications*, Stock No. 41-C-7785.
6. *Catalog of District-Produced Instructional Materials Eligible for Purchase with SIM Funds*, Stock No. 41-M-0605.

F. REPORTS AND RECORDS

1. Signed "District-Developed Support Materials" forms within "Instructional Materials Adoption Packets" (E.2.), filed in Educational and School Services Department.
2. Signed "Instructional Materials Writing Assignment Agreements" (E.3.), filed in Materials Development Services Unit.
3. Signed copyright permission letters from publishers, filed in Materials Development Services Unit.

G. APPROVED BY



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