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# DESIGN AND DEVELOPMENT OF CURRICULUM (CUR-P001)

Sacramento City Unified School District

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## 1.0 SCOPE:

1.1. This procedure describes the process in which the Curriculum and Professional Development Support develops and disseminates new curriculum in the Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY:

2.1 Administrators, Curriculum and Professional Development Support

## 3.0 APPROVAL AUTHORITY:

3.1 Associate Superintendent, LSU A

3.2 Associate Superintendent, LSU B

3.3 Associate Superintendent, LSU C

3.4 Associate Superintendent, LSU D

Signatures of File

## 4.0 DEFINITIONS:

4.1 Curriculum for SCUSD involves: implementation, supervising, monitoring, or using data to improve the implementation of the curriculum once it has been purchased and/or written and/or courses of study are the expectations of the school district for the content to be covered in a unit or course.

4.2 Administrators provide direction and support to each of the four Learning Support Units, school sites, and staff for Reading/Language Arts, Mathematics, Science, History/Social Studies, Physical Education, and Visual and Performing Arts.

4.3 Schedule for Curriculum Framework Development and Adoption of K – 8 Instructional Materials document provides the States adoption cycle of curriculum frameworks and the adoption of K – 8 Instructional Materials. The 9-12 Adoption Cycle will mirror that of the K-8.

4.4 SCUSD K – 12 Adoption Cycle and Estimated Cost 2006 – 2011 Matrix addresses the year in which curriculum materials will be purchased and the approximate cost of those materials.

4.5 Board Policy 6161.1 Selection and Evaluation of Instructional Materials

4.6 Administrative Regulations 6161.1 Selection and Evaluation of Instructional Materials

## 5.0 PROCEDURE:

5.1 The Superintendent and Administrators establish procedures that ensure curriculum adoption, development and an evaluation process that includes input from teachers, administrators, students, and parents from all grades levels, and disciplines, schools, and special programs and categories of students as is appropriate for materials consideration.

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- 5.2 The Superintendent or designee shall establish a process by which new instructional materials may be requested and subsequently evaluated, together with existing materials. Teachers, students, parents/guardians and community members shall have the opportunity to review and provide input about the instructional materials being considered for adoption.
- 5.3 The development or selection of K-12 instructional materials shall be coordinated with the California Standards and student assessments and the California Schedule Framework Development and Adoption of K – 8 Instructional Materials Matrix grades kindergarten through eight.
  - 5.3.1 The SCUSD K – 12 Adoption Cycle and Estimated Cost 2006 – 2011 Matrix addresses the year in which curriculum materials will be purchased and the approximate cost of those materials correlates to the California Schedule Framework Development and Adoption of K – 8 Instructional Materials Matrix for grades kindergarten through eight.
- 5.4 The Superintendent or designee shall establish instructional materials evaluation committees. These committees may include teachers, administrators, and other staff who have subject-matter expertise, as well as parents/guardians and/or community members. The majority of each evaluation committee's members shall be teachers.
- 5.5 The Superintendent or designee shall keep the Board informed about student achievement and student, staff, parent and community response to the proposed curriculum in each area of curriculum.
- 5.6 Selection and evaluation committees shall assess the educational suitability of instructional materials. See Administrative Regulation AR 6161.1 – Selection and Evaluation of Instructional Materials
  - 5.6.1 Whenever possible, selection, and evaluation committees should consider at least three different textbooks before recommending one for adoption.
- 5.7 Recommendations for the adoption and/or withdrawal of instructional materials shall be presented to the Board by the Superintendent or designee and shall include documentation supporting the recommendation.
  - 5.7.1 All recommended materials shall be displayed and available for public inspection at a central district location.
  - 5.7.2 Library books and reference materials do not require committee recommendations or Governing Board approval. The librarian at each school site shall select these materials in consultation with the principal, department chairpersons, and teachers.
- 5.8 Supplementary instructional materials being considered for use in our schools will follow the same evaluation and approval processes as core instructional materials.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 State Curriculum Framework and Standards
  - 6.1.1 Reading/Language Arts Framework for California Public Schools, Kindergarten through Grade 12

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- 6.1.2** Mathematics Framework for California Public Schools, Kindergarten through Grade 12
- 6.1.3** Visual and Performing Arts Framework for California Public Schools, Kindergarten through Grade 12
- 6.1.4** History/Social Science Framework for California Public Schools, Kindergarten through Grade 12
- 6.1.5** Science Framework for California Public Schools, Kindergarten through Grade 12
- 6.2** SCUSD K – 12 Adoption Cycle and Estimated Cost 2006 – 2011 Matrix
- 6.3** Schedule for Curriculum Framework Development and Adoption of K – 8 Instructional Materials document
- 6.4** Board Policy 6161.1 Selection and Evaluation of Instructional Materials
- 6.5** Administrative Regulations 6161.1 Selection and Evaluation of Instructional Materials

### 7.0 RECORD RETENTION TABLE:

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Courses of Study	Curriculum & Instruction – Secondary Administrators	Permanent	Discard as Desired	Secured office
K-6 Reading Pacing Guides	Curriculum & Instruction – Elementary Administrators	Permanent	Discard as Desired	Secured office
Approved Board Agenda Item	Board Secretary	Permanent	Discard as Desired	Secured office

### 8.0 REVISION HISTORY:

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
1/19/2005	A	Initial release
11/08/2006	B	<ul style="list-style-type: none"><li>• Revised to reflect new organizational structure</li><li>• Retention table updated</li></ul>

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**\*\*\* End of procedure \*\*\***