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NEW INSTRUCTIONAL MATERIALS PROCEDURE (CUR-P002)  
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 processes the purchasing of new instructional materials series in the Sacramento City Unified School District.

**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

**4.0 DEFINITIONS:**

- 4.1 New Instructional Materials Series: New instructional materials series is defined as the purchase of instructional materials never used in the Sacramento City Unified School District.
- 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 California Schedule for Curriculum Framework Development and Adoption of K – 8 Instructional Materials document provides the State adoption cycle of curriculum frameworks and the adoption of K – 8 Instructional Materials.
- 4.4 SCUSD K – 12 Adoption Cycle and Estimated Cost 2006 – 2011 Matrix addresses the year in which instructional materials will be purchased and the approximate cost of those materials.
- 4.5 State Content Standards describe the content students need to master by end of each grade level (K-8) or cluster of grades (9-12).
- 4.6 Board Policy 6161.1 Selection and Evaluation of Instructional Materials
- 4.7 Administrative Regulations 6161.1 Selection and Evaluation of Instructional Materials



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- 5.8 Supplementary instructional materials being considered for use in our schools will follow the same evaluation and approval processes as core instructional materials.

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**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 State Content Standards
  - 6.1.1 Reading-Language Arts K-12
  - 6.1.2 Mathematics K-12
  - 6.1.3 Visual and Performing Arts K-12
  - 6.1.4 History-Social Science K-12
  - 6.1.5 Science K-12
- 6.2 SCUSD K – 12 Adoption Cycle and Estimated Cost 2006 – 2011 Matrix
- 6.3 California Schedule for Curriculum Framework Development and K-8 Instructional Materials
- 6.4 Conflict of Interest Form
- 6.5 Board Policy 6161.1 Selection and Evaluation of Instructional Materials
- 6.6 Administrative Regulations 6161.1 Selection and Evaluation of Instructional Materials

**7.0 RECORD RETENTION TABLE:**

IdE11.7104 1.69RDT6I706d45Tf1.072 0 TDD(7)00.