

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Associate Superintendent

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Reference:

ARTICLE: 3.0 EDUCATIONAL PROGRAM

3.1 CURRICULUM DEVELOPMENT

SECTION 3.1.3 Textbook Adoption and Curriculum Review/Development Cycle (K-12)

A comprehensive, long range plan for the adoption of textbooks and the development, review, and revision of the knowledge, skills, and attitudes scope and sequence has been created to provide a seven-year cycle for curriculum development, textbook adoption, and staff development necessary for implementation.

The curriculum cycle is designed to provide for continuous articulation between the elementary, middle, and high school levels to ensure continuity and equality of opportunity at all levels.

Another purpose is to provide for systematic and continuous review and development of curriculum, staff development, technology, and assessment areas in all subject areas.

The curriculum cycle is a useful tool in assisting the District in short- and long-range planning and identification of human and material resources requisite to curriculum/staff development needs.

The District and site staffs will use the textbook adoption and curriculum review/development cycle for the purpose of planning District and site goals and objectives since it provides a comprehensive calendar for the total curriculum and instructional materials adoption cycle from year to year. Learning Support Services is responsible for the activation of various stages, monitoring progress, and meeting deadlines for textbook decisions, orders, and completing arrangements for staff development.

The District may elect to waive textbook adoption(s) if current materials meet compliance requirements and still serve student needs. This decision may be based upon the need to avoid overburdening the staff/schools with adoptions which are too frequent and do not allow adequate time to properly evaluate and implement programs.

Textbook Adoption Cycle

The adoption of textbooks is based upon a seven-year cycle followed by the State Board of Education. Major activities of the process are as follows:

1. The need to complete a major adoption of instructional materials will be established by LSS in collaboration with principals.
2. Representatives from each school will be selected to serve on the adoption committee.
3. The committee, coordinated by a District administrator, will meet and review subject-area District Academic Standards and any other applicable standards, and identify specific needs for new instructional materials.
4. Sample materials will be obtained from appropriate publishers and will be reviewed by the committee to determine whether or not the materials would be appropriate for further consideration.
5. Those materials judged to be in alignment with PUSD Academic Standards may be piloted at school sites for further review.

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6. A comprehensive evaluation of the materials will be completed by the adoption committee, focusing on:
 - a. The alignment of material to PUSD Academic Standards
 - b. The instructional elements of the Poway Continuum of Teaching Standards
 - c. The review criteria on the PUSD Instructional Materials - Evaluation Form (PUSD LSS-20)
7. At the conclusion of the evaluation process, the adoption committee will make a recommendation for adoption to principals.
8. Upon approval by principals, the recommendation will be presented to LSS Steering Committee and Superintendent's Cabinet for approval.
9. Approved materials will be presented to the Board of Education for a first reading, then adoption.