

Provo City School District
Policy Series 4000 Curriculum, Instruction & Assessment



Policy No. 4020

Curriculum Development and Adoption of Instructional Materials

The Board of Education of Provo City School District has the responsibility to prescribe a district-wide curriculum that addresses the needs of all students; ~~with input by parents and community.~~¹ and is consistent with state laws and State Board of Education regulations. The curriculum will be ~~based on State learning standards.~~² The curriculum will be planned and sequential, articulated from ~~preschool~~³ through Grade 12, and will be appropriate for the needs of individual students.

The board recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the curriculum will be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum improvement to increase student learning. Instructional materials will be selected to assist students in attaining the basic skills, depth of knowledge, and understanding of content required by the state and our community.

All new courses or major modifications to existing courses must be approved by the superintendent prior to implementation. The superintendent, in turn, will inform the board before the new course or major revision to an existing course is implemented.

The superintendent will establish procedures for curriculum development that provide for involvement of community representatives and staff members at appropriate times. Procedures will also provide for the annual review of selected areas on a cyclical basis and for implementing necessary changes that come from the curriculum study. Such cyclical curriculum review will take place at least once during each seven-year period. Mathematics, English/Language Arts, and Science will have particular emphasis for curriculum development supported by Teaching and Learning staff and district curriculum committees.

Selection and Adoption of Instructional Materials

The board is legally responsible for the selection of all instructional materials used in the district. Instructional materials will be defined as the printed, electronic, filmed or recorded materials furnished by the district for student use and/or included on students' reading lists. The primary

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¹ Edited for clarity

² Edited for clarity

³ Mechanics correction

38 objective in selecting instructional materials is to implement, enrich and support the educational
39 program of the schools. Procedures⁴ direct district staff and the curriculum committees in their
40 analysis and adoption of Core, Supplemental, and Intervention instructional materials to support
41 student mastery of skills, content, and knowledge.

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42 All instructional materials will be selected in accordance with:

- 43 A. Applicable state and federal laws,
44 B. The stated goals and/or standards and/or learning essentials of the district, and
45 C. Procedures developed by district Teaching and Learning staff and the district⁵ curriculum
46 committees.

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47 The selection and purchase of new curriculum materials is a thorough and costly process. Such
48 new materials are purchased to replace previous materials⁶. The new materials represent the
49 baseline of instructional essentials for all students to know, enhanced by the skill, creativity, and
50 artistry of teachers as they use proven pedagogy to deliver instruction to students.

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51 To ensure effective implementation of new curricular programs/materials, teachers will receive
52 training and support. The superintendent will direct the Teaching and Learning Department to
53 design and structure sufficient training for effective implementation. Administrators will also
54 receive training on new materials and how to support the implementation on site. Training for
55 teachers and administrators is mandatory.

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56 Criteria for Selection of Instructional Material

57 Curriculum materials selected for use in the district will align with state law⁷ and, when
58 available, established state standards⁸. Staff will also rely on professional judgment in the
59 selection of high-quality materials that comprise a comprehensive collection appropriate for the
60 instructional program. Instructional materials selected will include, but are not limited to, those
61 which:

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- 62 1. Are evidence-informed for core instruction and evidence-based for intervention and
63 supplemental instruction for English Language Arts in grades K - 3⁹;
64 2. Enrich and support the curriculum, taking into consideration the varied instructional
65 needs, abilities, interests, and maturity levels of the students served;

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⁴ Future tense deleted. Current procedures in place.

⁵ Undoing editing error

⁶ Moved to "Obsolete Materials" section of policy

⁷ Adjusted to meet Utah Code 53G-11-303 Professional Learning Standards (Link)

⁸ Edited for clarity

⁹ Adjusted to meet Utah Code 53G-11-303 Professional Learning Standards (Link)

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- 74 3. ¹⁰ Provide sufficient variety so as to present opposing views of controversial issues in
75 order that students may develop the skills of critical analysis and informed decision
76 making;
- 77 4. Contribute to the development of an understanding of the ethnic, cultural, and
78 occupational diversity of American life;
- 79 5. Present objectively the concerns of members of religious, ethnic and cultural groups
80 and build upon the contributions, current and historical, of both sexes.¹¹
- 81 6. Provide models which may be used as a vehicle for the development of self respect
82 and cultural awareness, based on respect for the worth, dignity, and personal values of
83 individuals.
- 84 7. Have been vetted for bias pertaining to race, creed, color, national origin, religion,
85 age, sex, and disability.

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86 For district-wide adoptions, the Assistant Superintendent¹² of Teaching and Learning will direct
87 adoption committees to examine materials/programs to ensure they meet the criteria above.
88 Before using programs, activities, or materials from outside agencies, the responsible
89 administrator will review them for accuracy and education value.

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90 The responsibility for recommending student curricular materials/reading lists and for examining
91 and evaluating¹³ supplementary materials is delegated to the Teaching and Learning Department
92 and related district curriculum committees. Textbooks will be adopted by the board prior to their
93 use in schools except for trial-use texts of a pilot nature, which may be authorized by the
94 Assistant Superintendent¹⁴ of Teaching and Learning for use for a period determined prior to
95 board adoption. Materials approved for trial use will be restricted to identified classes and
96 require advanced board notification¹⁵.

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97 The Assistant Superintendent¹⁶ of Teaching and Learning will ensure that a listing of textbooks
98 used in schools is maintained in every district school and is available for public review.

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99 Procedure exists¹⁷ to enable parents to appeal the use of specific curriculum materials¹⁸.

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100 ¹⁹ The superintendent will achieve district-wide implementation of the adopted curriculum to
101 afford all students equitable access to the intended instructional program by communicating

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¹⁰ Edited for clarity and accuracy

¹¹ Edited for clarity and accuracy

¹² Changed to match new title

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¹⁵ Edited for clarity.

¹⁶ Changed to match new title

¹⁷ Future tense deleted. Current procedures in place.

¹⁸ Unnecessary to indicate that this refers to materials within the district.

¹⁹ Moved to policy section, "Assessment of Student Mastery of Established State Standards."

curriculum management expectations to all administrators. The superintendent will assign district leadership support roles and responsibilities to execute the curriculum management plan.

Assessment of Student Mastery of Established State Standards

The local Board of Education is responsible to provide students with access to and mastery of core standards established by the State Board of Education. Student mastery of the established state standards shall be evaluated through district participation in the State Board of Education's annual assessment program. Students who have not achieved mastery of the core standards will be provided remediation assistance as provided by State statute and State Board of Education regulations. The written curriculum will be aligned with required assessments. Where assessments are absent, the District will develop or acquire assessments that align with the state standards and curricula. Classroom instruction will be aligned with the written curriculum to ensure that all students have the opportunity to learn the skills and concepts for which they are held accountable in assessments.²⁰

Loan of Textbooks, Supplies, and Instructional Materials, Sale of Books, Disposition of Obsolete Instructional Materials, and Preservation of Such Materials

Provision for Instructional Materials

The school district shall provide textbooks, supplies, and other instructional materials to be loaned to the pupils of the school when, in its judgment, the best interests of both students and the district will be served.²¹

Obsolete Materials

The Assistant Superintendent²² of Teaching and Learning shall periodically notify the superintendent as to instructional materials that are obsolete. The Assistant Superintendent²³ of Teaching and Learning shall provide for their disposal by sale according to statute and in collaboration with related vendors. In some cases, old curricular materials may be kept by schools to utilize in other ways (for example, books for classroom libraries and summer programs).²⁴

Damaged or Lost Materials

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²⁰ Edited for clarity

²¹ Unnecessary word

²² Changed to match new title

²³ Changed to match new title

²⁴ Moved from policy section, "Selection and Adoption of Instructional Materials."

166 Except for normal wear, all textbooks furnished for student use must be returned in good
167 condition when called for by the instructor of the course.

Legal References:

Synopses:

Utah Admin Rule R277-700	The Elementary & Secondary School General Core
Utah Admin Rule R277-700-7	Definitions
Utah Code 53E-4-307 & 53G-10-306	Board Powers & Duties
Utah Code Ann. 53E-3-501	General Core & Core Standards
Utah Code Ann. 53G-4-402	Board Standards for Public School Assessment
Utah Code Ann. 53G-11-303	Early Learning Professional Standards ²⁵

Approved by Board of Education:

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Utah Admin Rule R277-700
Utah Admin Rule R277-700-2 Utah Admin Rule R277-700-3
Utah Admin Rule R277-700-7
Utah Code Ann. 53E-3-501
Utah Code Ann. 53E-4-302 Utah Code Ann. 53G-4-402
Approved by Board of Education:
Synopsis:
The Elementary and Secondary School General Core
Definitions
General Core and Core Standards
Student Mastery and Assessment of Core Standards
Board to Establish Minimum Standards for Public Schools
Statewide Assessments -- Duties of State Board of Education
Powers and Duties Generally
May 10, 2016

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²⁵ Edited to updated relevant code/rule