COURSE AND TEXTBOOK/SUPPLEMENTAL APPROVAL PROCESS

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Interim Sr. Director Curriculum Development

Each proposal to change, delete, or create a course is reviewed

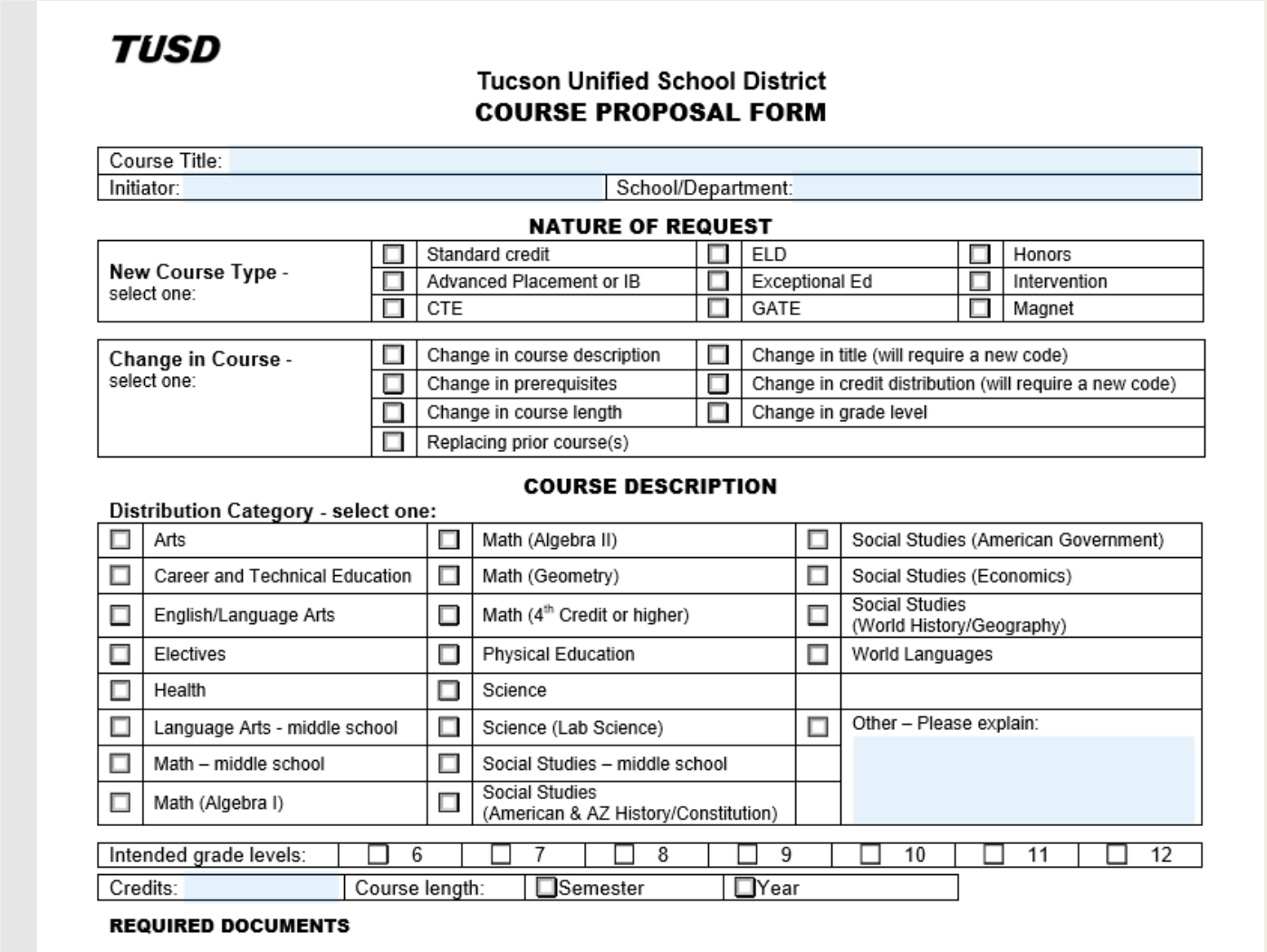
The course approval process at TUSD aims to support creation of courses which improve student course offerings, strengthen Advanced Learning Experiences for students, and provides varied enrichment opportunities for students. All course proposals will be carefully reviewed for alignment to Arizona's College and Career Ready (AZCCR) Standards and TUSD's Curriculum Framework.

Steps

- Statement of identified need for course
- Complete and submit the following required Documents:
  - Course Proposal Form
  - Course Syllabus (Template)
  - Scope/Sequence (if applicable)
  - Curriculum Map (if applicable)
  - Textbook/Supplemental Request Form (for Adopted Textbooks, Board-Approved Supplemental Materials, Educational Software and Resources)
  - Staffing
- Sr. Director of Curriculum reviews submitted proposal in conjunction with content area specialist - If denied, resubmit option. If approved, continue. *(2-4 weeks)*
- Initiator notified of approval and next steps *(2 weeks)*
- Reviewed by Assistant Superintendent of Curriculum *(1-2 weeks)*
- Submitted to Governing Board for approval *(4-8 weeks)*
- Submit for course competency approval to AZ Board of Regents *(4 weeks)*

PIMA/UA Dual Enrollment Requirements

- Complete the Course Proposal From
- Create a course description
- Submit the Course Proposal Form and include the Pima or UA syllabus



TUSD

Tucson Unified School District
COURSE PROPOSAL FORM

Course Title:	
Initiator:	School/Department:

NATURE OF REQUEST

New Course Type - select one:	☐	Standard credit	☐	ELD	☐	Honors
	☐	Advanced Placement or IB	☐	Exceptional Ed	☐	Intervention
	☐	CTE	☐	GATE	☐	Magnet

Change in Course - select one:	☐	Change in course description	☐	Change in title (will require a new code)
	☐	Change in prerequisites	☐	Change in credit distribution (will require a new code)
	☐	Change in course length	☐	Change in grade level
	☐	Replacing prior course(s)		

COURSE DESCRIPTION

Distribution Category - select one:

☐	Arts	☐	Math (Algebra II)	☐	Social Studies (American Government)
☐	Career and Technical Education	☐	Math (Geometry)	☐	Social Studies (Economics)
☐	English/Language Arts	☐	Math (4th Credit or higher)	☐	Social Studies (World History/Geography)
☐	Electives	☐	Physical Education	☐	World Languages
☐	Health	☐	Science		
☐	Language Arts - middle school	☐	Science (Lab Science)	☐	Other – Please explain:
☐	Math – middle school	☐	Social Studies – middle school		
☐	Math (Algebra I)	☐	Social Studies (American & AZ History/Constitution)		

Intended grade levels:	☐ 6	☐ 7	☐ 8	☐ 9	☐ 10	☐ 11	☐ 12

Credits:	Course length:	☐ Semester	☐ Year

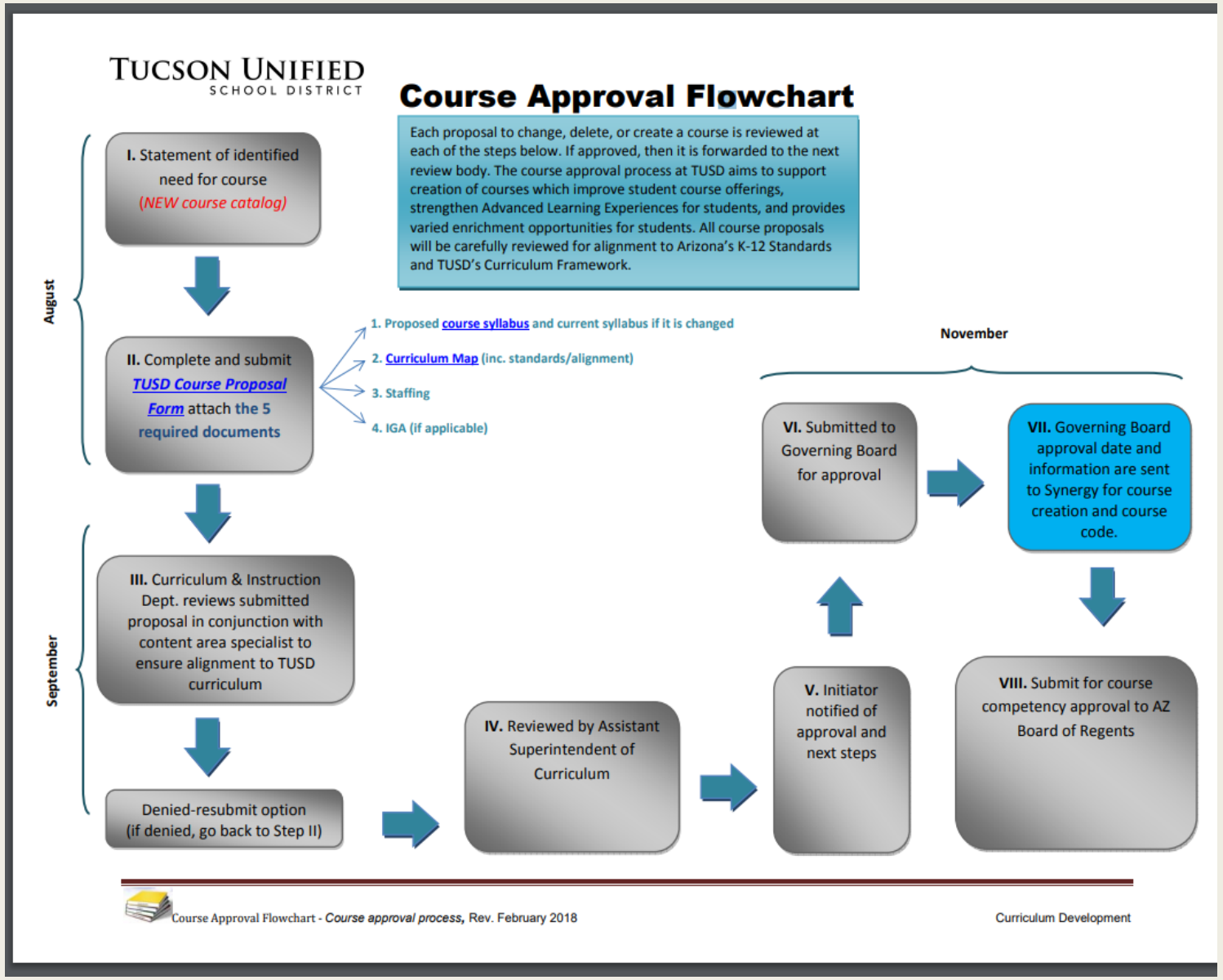
REQUIRED DOCUMENTS

For a teacher to teach Dual Enrollment courses:

1. The High School Principal identifies the teachers interested in teaching dual enrollment courses.
2. The High School Principal contacts the Director of Advanced Learning or CTE Coordinator, as appropriate.
3. The Director of Advanced Learning creates a Board Action Item to have new courses reviewed by the Governing Board and added to the Intergovernmental Agreement.
4. The teacher completes the online application to apply for certification.
5. The teacher submits official transcripts for certification review.
6. Once the course is approved, added to the Intergovernmental Agreement, and teacher certification is approved, the teacher may teach the course for Dual Credit.

Course Approval Flowchart

Located here:
http://curriculum.tusd1.org/Portals/TUSD1/Curriculum/docs/Documents/CourseApprovalFlowchart.pdf



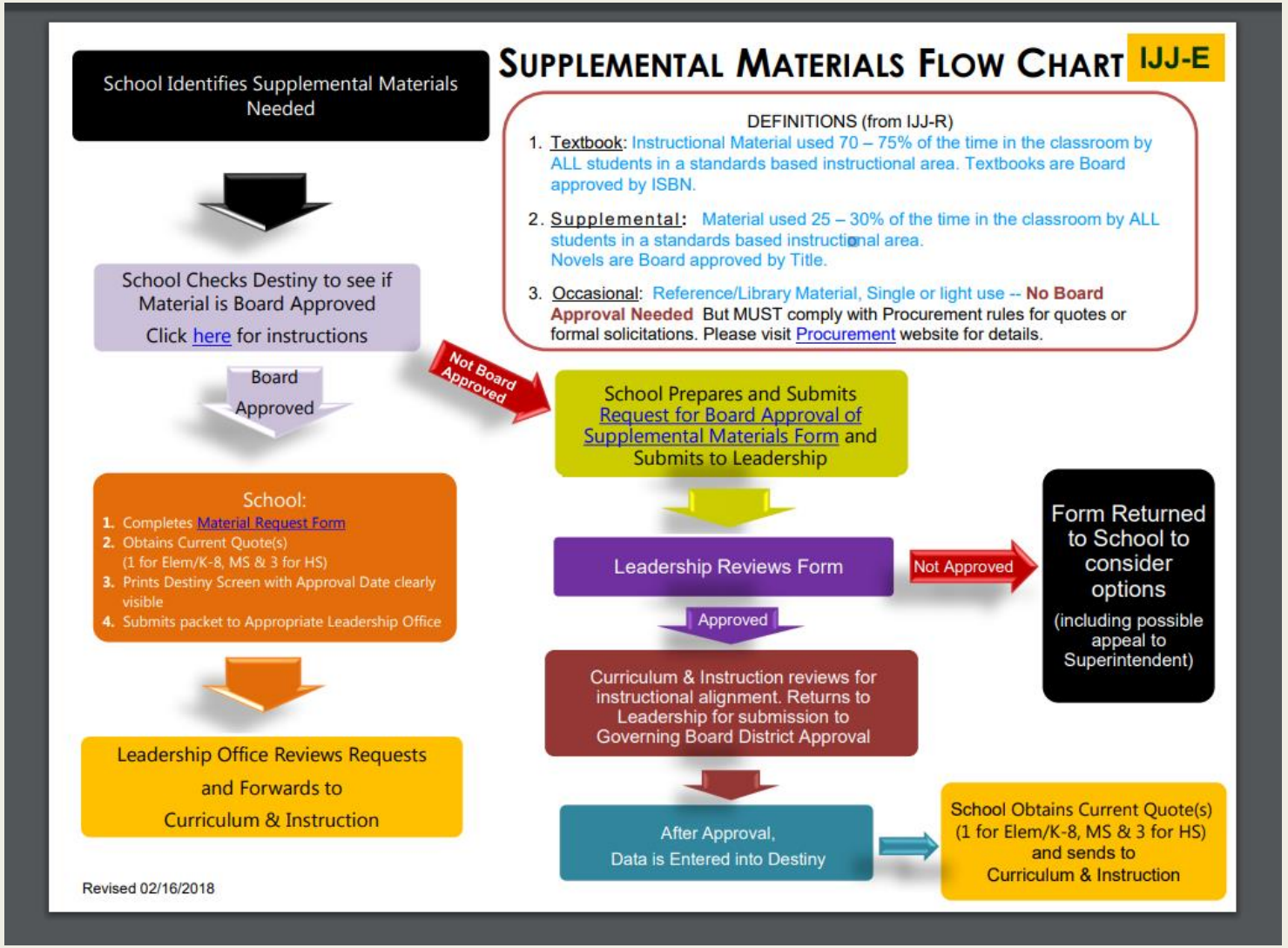
Approval of Supplemental Materials

DEFINITIONS (from IJJ-R)

1. Textbook: Instructional Material used 70 – 75% of the time in the classroom by ALL students in a standards based instructional area. Textbooks are Board approved by ISBN.
2. Supplemental: Material used 25 – 30% of the time in the classroom by ALL students in a standards based instructional area. Novels are Board approved by Title.
3. Occasional: Reference/Library Material, Single or light use -- No Board Approval Needed But MUST comply with Procurement rules for quotes or formal solicitations. Please visit Procurement website for details.

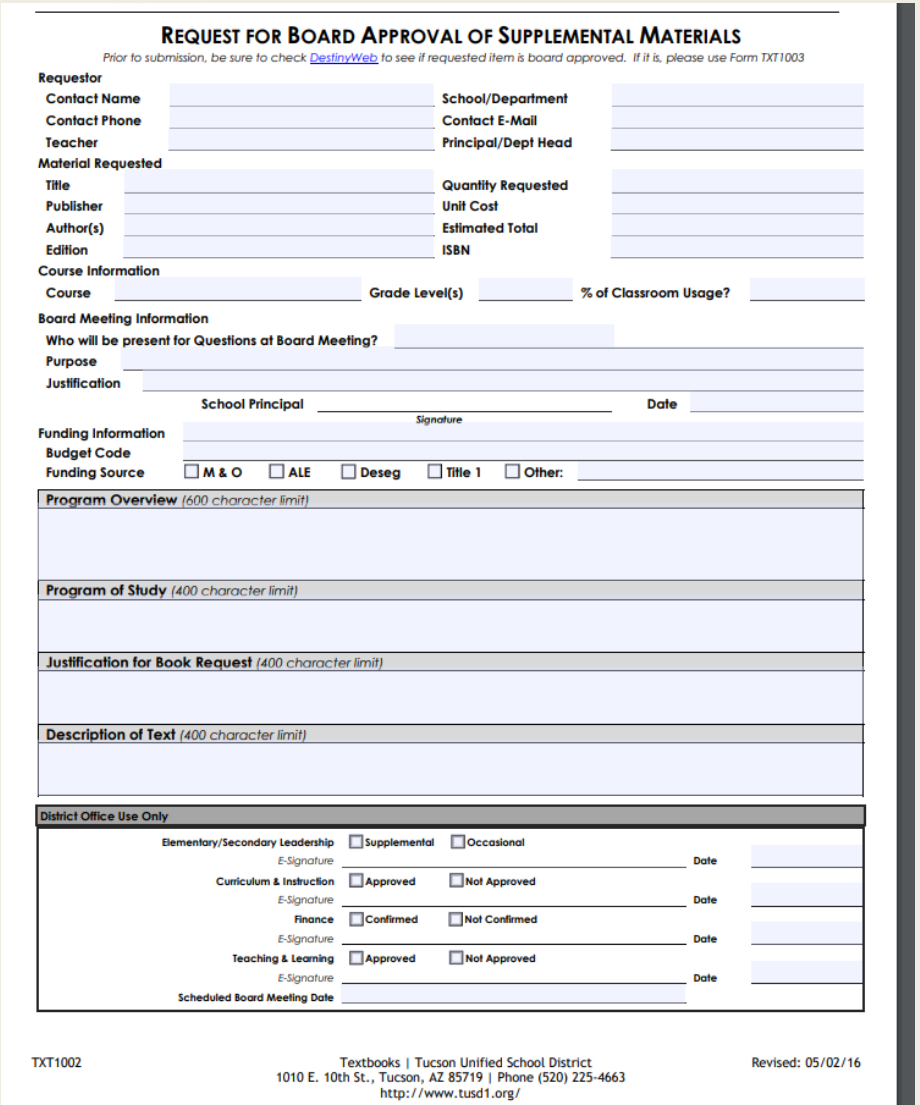
Approval of Supplemental Materials Flow Chart

Located here: http://govboard.tusd1.org/Portals/TUSD1/GovBoard/docs/sectI/IJJ-E.pdf



Request for Board Approval of Supplemental Materials

http://www.tusd1.org/Portals/TUSD1/District/docs/TUSDforms/TXT1002RequestBoardApprovalSupplementalMaterials.pdf



REQUEST FOR BOARD APPROVAL OF SUPPLEMENTAL MATERIALS

Prior to submission, be sure to check DestinyWeb to see if requested item is board approved. If it is, please use Form TXT1003

Requestor

Contact Name | School/Department
Contact Phone | Contact E-Mail
Teacher | Principal/Dept Head

Material Requested

Title | Quantity Requested
Publisher | Unit Cost
Author(s) | Estimated Total
Edition | ISBN

Course Information

Course | Grade Level(s) | % of Classroom Usage?

Board Meeting Information

Who will be present for Questions at Board Meeting?
Purpose
Justification
School Principal _____ Date
Signature

Funding Information

Budget Code
Funding Source ☐ M & O ☐ ALE ☐ Deseg ☐ Title 1 ☐ Other:

Program Overview *(600 character limit)*

Program of Study *(400 character limit)*

Justification for Book Request *(400 character limit)*

Description of Text *(400 character limit)*

District Office Use Only

Elementary/Secondary Leadership ☐ Supplemental ☐ Occasional
E-Signature _____ Date
Curriculum & Instruction ☐ Approved ☐ Not Approved
E-Signature _____ Date
Finance ☐ Confirmed ☐ Not Confirmed
E-Signature _____ Date
Teaching & Learning ☐ Approved ☐ Not Approved
E-Signature _____ Date
Scheduled Board Meeting Date

TXT1002

Textbooks | Tucson Unified School District
1010 E. 10th St., Tucson, AZ 85719 | Phone (520) 225-4663
http://www.tusd1.org/

Revised: 05/02/16

Instructional Resources and Materials

- **Policy Code: IJ**
- All students in the elementary (K-8) schools will have required textbooks and supplies furnished by the District.
- The District shall furnish required text materials and related printed subject matter materials for high school students in grades nine (9) through twelve (12).
- A student or parent may purchase, at the price TUSD paid for the books, such books as are necessary for high school students. Students and their parents shall be held responsible for proper care of books and school property. Books must be kept clean and unmarked. Parents may be required to pay for any damage to school property.
- The Superintendent is authorized to establish a replacement-fee schedule and make it available to students, staff members, and parents. Students and parents will be advised of this replacement-cost policy upon enrollment or at the beginning of each school year.
- The District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.

Text/Supplementary Materials Selection and Adoption

- **Policy Code: IJJ**
- As required by State law, the Board will have final approval and adopt all new textbooks, supplementary course books, E-textbooks and course software. The Superintendent shall establish textbook selection procedures that shall provide for the appropriate involvement of staff members, students, and community members. These procedures may provide for the establishment of textbook selection committees. Recommendations from textbook selection committees will be forwarded to the Superintendent.
- Textbooks, supplementary course books, E-textbooks and course software for common schools recommended by textbook selection committees will be placed on display in the District office for a period of at least sixty (60) days prior to the meeting at which the Board will consider their adoption. Supplemental materials may also be approved by Assistant Superintendents and brought to the Governing Board for final approval.
- Final recommendations for the adoption of core and supplemental instructional materials will be submitted to the Board in a time frame to which instructional materials can be approved and ordered prior to the start of the course(s).
- In recommending books, the committees will strive for continuity of textbooks throughout the different grades and use the same book series in all classes of the same grade. Exceptions to this must be approved by the Superintendent.

Text/Supplementary Materials Selection, Adoption and Purchase

- **Regulation Code: IJJ-R**

General Rules

- The Governing Board shall approve for all schools the course of study and the basic textbook(s) for each course.
- New textbooks may be reviewed and approved by a selection committee prior to submission to the Governing Board for approval.
- A copy of each textbook that is being considered for selection shall be made available at the school district office for review by the public, for a period of sixty days prior to formal selection of textbooks.
- Site Administrators, teachers or staff are required to submit requests for supplemental materials to the appropriate academic leadership office prior to use in the classroom in accordance with the flow chart in Exhibit IJJ-E (in PDF).
- When a request to use supplemental materials is denied the site administrator, teacher or staff may appeal the denial to the Superintendent present the reasons behind the selection and explain how it will be used for instruction. The Superintendent will make the final decision on the use of the supplemental materials and inform the academic leadership office and Governing Board accordingly.

Thank you!