



March 1, 2004

ADMINISTRATIVE MEMORANDUM NUMBER FIFTY-SEVEN
INSTRUCTION AND INSTRUCTIONAL MATERIALS

Statement of Purpose

- A. It is the expectation of Granite School District that children master the State Core Curriculum as efficiently and effectively as possible. Instruction and instructional materials shall be designed and selected to meet that expectation.
- B. By Board of Education resolution, one-half of each elementary school academic day shall be spent on literacy instruction and one-fourth on numeracy instruction. The focus on literacy and numeracy shall be integrated into all content areas as appropriate and applied through differentiated instructional strategies.
- C. By Board of Education resolution, all district educators shall collaborate in a focus on writing and provide students with frequent, regular opportunities for writing, particularly non-fiction, feedback and revision at all grade levels and in all content areas. The focus on writing shall include ongoing professional development support in the writing process, the six trait writing model and the use of writing rubrics.

Definitions

- A. “Recommended Primary” means instructional materials that are in alignment with the content, philosophy and instructional strategies of the Core; can be used as principle sources of study; provide comprehensive coverage of course content; and support U-PASS requirements.
- B. “Recommended Limited” means instructional materials that are in limited alignment with the Core or U-PASS or are narrow or restricted in their scope and sequence.
- C. “RIMS” means the Utah State Office of Education Recommended Instructional Materials Searchable database, located at: <http://beaims.usoe.k12.ut.us/pbweb/aims/aimssubj.htm>

Selection and Approval of Instructional Materials

- A. The Instructional and Program Services Divisions are responsible for the selection and approval of instructional materials.

- B. District funds allocated to purchase instructional materials may only be used for approved materials.
- C. Materials identified by RIMS are approved for Recommended Primary and Limited purposes.
- D. Materials for limited use which are not identified by RIMS may be purchased with the approval of the Instructional Specialist for the respective core curriculum areas or, for programs in school and district sites for students with special learning needs (e.g. Special Education, Gifted and Talented, ELL), with the approval of the respective Program Services department.
- E. Instructional materials in courses or programs dealing with human sexuality (e.g. elementary maturation, Health, Biology, Family and Consumer Science) not identified by RIMS shall be submitted to the Human Sexuality Committee for review. Please contact the Director of Curriculum for further information.

Balanced Literacy Framework

It is the expectation of Granite School District that school and district decisions which are made regarding instruction, assessment and professional development in reading and writing shall be based upon the Balanced Literacy Framework presented to the Board of Education on October 1, 2002.

/s/

Dr. Stephen F. Ronnenkamp
Superintendent