

Instruction

Selection and Evaluation of Instructional Materials

Criteria for Selection and Adoption of Instructional Materials

In recommending textbooks or other instructional materials for adoption by the Governing Board, the Superintendent or designee shall ensure that such materials:

1. Are aligned to any applicable academic content standards adopted by the State Board of Education (SBE) pursuant to Education Code 60605 and/or Common Core Standards adopted pursuant to Education Code 60605.8.

For grades K-8, the Superintendent or designee shall select instructional materials from among the list of materials adopted by the SBE and/or other materials that have not been adopted by the SBE but are aligned with the state academic content standards and/or the Common Core Standards. (Education Code 60200, 60210)

For grades 9-12, the Superintendent or designee shall review instructional materials in history-social science, mathematics, English/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

2. For grades 9-12, are provided by publishers that comply with the requirements of Education Code 60040-60052, 60060-60062, and 60226. (Education Code 60400)
3. Do not reflect adversely upon persons because of their race or ethnicity, gender, religion, disability, nationality, sexual orientation. Occupation, or other characteristic listed in Education Code 220, nor contain any sectarian or denominational doctrine or propaganda contrary to law. (Education Code 51501, 60044)
4. To the satisfaction of the Board, are accurate, objective, current, and suited to the needs and comprehension of district students at their respective grade levels. (Education Code 60045)
5. With the exception of literature and trade books, use proper grammar and spelling. (Education Code 60045)
6. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200):

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- a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
- b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.
7. If the materials are technology-based materials, are both available and comparable to other, equivalent instructional materials. (Education Code 60052)
8. Meet the requirement of Education Code 60040-60043 for specific subject content.
9. Support the district's adopted courses of study and curricular goals.
10. Contribute to a comprehensive, balanced curriculum.
11. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information.
 - b. Objective presentation of diverse viewpoints.
 - c. Clear, concise writing and appropriate vocabulary.
 - d. Thorough treatment of subject matter.
12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels.
13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills.
14. Contribute to the proper articulation of instruction through grade levels.
15. As appropriate, have corresponding versions available in languages other than English.

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16. Include high-quality teacher's guides.
17. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics.
18. When available, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials.

Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee who is participating in the evaluation of instructional materials and not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that he/she:

1. Shall not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material. (Education Code 60072).
2. Is not employed by nor receives compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it.
3. Does not have and will not negotiate a contractual relationship with the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it.
4. Does not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district.

A. General

Conditions for the preview, evaluation, and purchase of basic instructional systems and instructional materials for District circulation, and/or individual school usage are outlined below. The involvement of students, parents, community representatives, teachers and administrators is an integral part of the acquisition process.

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A basic instructional system is differentiated from supplementary instructional materials in that the adoption of a “basic system” (K-8) follows state guidelines while the procurement of supplementary materials rests with the District.

Basic state approved instructional systems are evaluated by individual Curriculum Study Committees composed of District personnel from kindergarten through the eighth grade. Recommendations for adoption are then presented to the appropriate Elementary Education Council and Secondary Council for approval and then to the Superintendent and Board of Education. A balance in the ethnic, male/female, socioeconomic, and geographical representation of the District is a goal in establishing committees.

In grades nine through twelve, basic instructional systems are evaluated by Curriculum Study Committees and recommendations forwarded to the Secondary Education Council for approval. The recommendation for adoption shall be made by the Superintendent to the Board of Education.

B. Instructional Materials

1. Instructional material includes books, computers, software, video programs and multi-media systems. Instructional materials may be print or non-print. Such materials are to be reviewed by Curriculum Study Committees and approved by the Board of Education when used Districtwide.

2. School-based Instructional Material

Print material, computer software, films, filmstrips, records, tapes, displays, slides, magazines, pamphlets, library books, and other media not listed in a District catalog for a specific area, must be established as a current part of an approved instructional program, as shown in a course of study or instructional guide for that area, before they may be used for instructional purposes in a classroom. Final approval for use rests with the school Principal.

3. Free Materials

Free materials intended for instructional use are approved on the same basis as other instructional materials.

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C. Recommendation and Evaluation

1. Who May Recommend

Any staff member may recommend the consideration of new instructional materials and equipment.

2. Previews

Requests for preview of instructional materials may be made by Curriculum Study Committees, by subcommittees established by the Curriculum Study Committee or individual staff members. All preview requests must be routed through the Elementary and/or Secondary Curriculum Study Committees or Superintendent's designee.

3. Procedures for Evaluation and Purchase

a. Districtwide Utilization

Final recommendations for consideration of all instructional and reference materials and equipment to be purchased for Districtwide use are made directly to the Superintendent's designee.

b. Elementary Schools

Recommendations may be initiated by individual staff members, and routed through the Curriculum Review Committee process. All new instructional material will be directed to the school library media center for inventory, cataloging and circulation.

c. Secondary Schools

Recommendations may be initiated by individual staff members and are routed through the department chairpersons to the Curriculum Study Committee Process. All new instructional material will be directed to the library for inventory, cataloging and circulation.

4. All instructional materials, whether school or District, shall be evaluated for legal compliance as part of the selection process. Legal compliance in this context

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refers to the 12 areas of social content evaluation mandated by the California State Department of Education. These areas are listed as follows:

- a. Male and Female Roles
- b. Ethnic and Cultural Groups
- c. Older Persons and the Aging Process
- d. Disabled Persons
- e. Entrepreneur and Labor
- f. Religion
- g. Ecology and Environment
- h. Dangerous Substances
- i. Declaration of Independence and Constitution of United States
- j. Thrift, Fire Prevention, and Humane Treatment of Animals
- k. Brand Names and Corporate Logos
- l. Foods

D. Procedure for Questioning the Use of Instructional Materials

A society as diversified in background and culture as the American society inevitably produces differing opinions. In consideration of this fact, procedures are established for registering the complaints of a staff member, a district resident and a parent/guardian of a student enrolled in a District school objecting to instructional material.

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E. School and District-Selected Materials

Complaints concerning District-selected material should initially be reviewed and resolved at the school level. If the case is unresolved, it is forwarded to the Assistant Superintendent, Educational Services, who shall appoint a committee of staff members to review the complaint. A written report of the reviewing committee will be sent to the Superintendent. The Superintendent's and the committee's report will be forwarded to the Board of Education for consideration. The decision of the Board is final. A letter containing the decision will be sent to the complainant and to all individuals who participated in the evaluation of the questioned material. A record of all proceedings shall be filed at the District office. When any challenged instructional material is reviewed by the District, it shall not be subject to any additional recommendations for twelve (12) months.

Legal Reference: Education Code, Sections 51501; 60044; 60045; 60048; 60052; 60072; 60075; 60200; 60210; 60400

Rules Approved: 05/18/1976 (AR 6161)

Rules Revised: 07/02/1985

Rules Approved: 08/01/1966 (AR 6169)

Rules Revised: 05/18/1976; 07/01/1985; 11/15/1994

Rules Approved: 10/01/2002 (AR 6161.1)

Rules Revised: 12/14/2010; 12/16/2016

(Formerly AR 6161, 6169)