

## SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Board of Education desires that District instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect ~~the ethnic and cultural~~ **and value society's** diversity of ~~our society~~, and enhance **instructors' ability to educate all students through** the use of multiple teaching strategies and technologies. The Board's **shall** adoption of instructional materials ~~shall be~~ based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and **that the materials** meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with ~~state and District~~ **academic** content standards and the District's curriculum ~~in order~~ to ensure that they effectively support the district's adopted courses of study.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 0415 - Equity)*

*(cf. 0440 - District Technology Plan)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6000 – Concepts and Roles)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation) (cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements) (cf.*

*6161.11 - Supplementary Instructional Materials) (cf.*

*6162.5 - Student Assessment)*

*(cf. 6163.1 - Library Media Centers)*

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or **that have, during the district's review process,** ~~otherwise~~ been determined to be aligned with the state academic content standards adopted **by SBE pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8.** (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and **the accompanying** administrative regulation. (Education Code 60400)

The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history-social science.

**In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.**

### Review Process

~~The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials. This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. (Education Code 60002)~~

## SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

~~(cf. 1220—Citizen Advisory Committees)~~

~~In addition, the instructional materials review committee may include administrators, other staff who have subject matter expertise, and students as appropriate.~~

~~If the district chooses to use instructional materials for grades K-8 that have not been adopted by the State Board of Education, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)~~

~~All recommended instructional materials shall be available for public inspection at the District office.~~

~~(cf. 5020—Parent Rights and Responsibilities)~~

~~Individuals who participate in selecting and evaluating instructional materials shall have no financial interest in the materials being reviewed, recommended or approved. Incompatible activities and conflicts of interest related to the selection and evaluation of instructional materials shall be clearly identified in administrative regulations.~~

~~(cf. 9270—Conflict of Interest)~~

~~The Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history/social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.~~

~~The District may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the District's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.~~

### Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the District's instructional materials, **including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource.** (Education Code 60010, 60119)

The hearing shall ~~take place~~ **be held** on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. **Ten days prior to the hearing, the** ~~The~~

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

Superintendent or designee shall post, ~~10 days prior to the hearing and~~ a notice in three public places within the District, ~~a notice~~ containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

*(cf. 9322 - Agenda/Meeting Materials)*

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks ~~and/or~~ other instructional materials that are aligned to the state content standards adopted ~~by SBE and pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8 and which are~~ consistent with the content and cycles of the state's curriculum frameworks ~~adopted by SBE~~ Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

*(cf. 6142.92 - Mathematics Instruction)*

2. Science

*(cf. 6142.93 - Science Instruction)*

3. History/~~social science~~

*(cf. 6142.94 - History-Social Science Instruction)*

4. English language arts, including the English language development component of an adopted program

*(cf. 6142.91 - English/Language Arts Instruction)*

*(cf. 6174 – Education for English ~~Language~~ Learners)*

5. ~~Foreign~~ World language

*(cf. 6142.2 - World/~~Foreign~~ Language Instruction)*

6. Health

*(cf. 6142.8 - Comprehensive Health Education)*

The Board shall **also** determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks ~~and/or~~ other instructional materials to use in class and to take home. ~~However, this~~ **This** does not require that each student have two sets of materials. ~~The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home.~~ However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

~~The Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)~~

~~However, the District may purchase the newest adopted instructional materials for students in district schools ranked in deciles 1-3 of the base Academic Performance Index in any one of the past three school years without necessarily purchasing these materials for use in other District schools. (Education Code 1240.3)~~

If the Board determines that there are insufficient textbooks and/or other instructional materials, the ~~Board~~ District shall provide information to classroom teachers and to the public; setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area; and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, ~~except an action that would require reimbursement by the Commission of State Mandates,~~ to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

*(cf. 0460 - Local Control and Accountability Plan)*

**Complaints**

Complaints concerning instructional materials shall be handled in accordance with ~~Board policy and administrative regulation~~ BP/AR 1312.2 - Complaints Concerning Instructional Materials or AR 1312.4 - Williams Uniform Complaint Procedures, as applicable.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*Legal References:*

EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

~~1240.3 Definition of sufficiency for categorical flexibility~~

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

~~42605 Tier 3 categorical flexibility~~

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 *Nondiscriminatory* ~~Subject matter reflecting on race, color, etc.~~

52060-52077 *Local control and accountability plan*

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

- 60000-60005 *Instructional materials, legislative intent*
- 60010 *Definitions*
- 60040-60052 *Instructional requirements and materials*
- 60060-60062 **3.5** *Requirements publishers and manufacturers*
- 60070-60076 *Prohibited acts (re instructional materials)*
- 60110-60115 *Instructional materials on alcohol and drug education*
- 60119 *Public hearing on sufficiency of materials*
- 60200-60210 *Elementary school materials*
- 60226 *Requirements for publishers and manufactures*
- ~~60240-60252 *State Instructional Materials Fund*~~
- 60350-60352 *Core reading program instructional materials*
- 60400-60411 *High School textbooks*
- 60510-60511 *Donation of sale of obsolete instructional materials*
- 60605 *State content standards*
- 60605.8 *Common Core **State** Standards*
- 60605.86-60605.88 *Supplemental instructional materials aligned with Common Core **State** Standards*
- CALIFORNIA-CODE OF REGULATIONS, TITLE 5
- ~~9505-9535~~ **9530** *Instructional materials, especially:*

*Management Resources:*

- CSBA CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
- ~~Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009~~
- CDE PUBLICATIONS
- ~~Standards for Evaluation of Instructional Materials for Social Content, 2000~~
- Instructional Materials FAQ
- 01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001, rev. January 2015
- Standards for Evaluating Instructional Materials for Social Content, 2013
- WEB SITES
- CSBA: <http://www.csba.org>
- Association of American Publishers: <http://www.publishers.org>
- California Academic Content Standards Commission, Common Core Standards: <http://www.scoe.net/castandards>
- California Department of Education: <http://www.cde.ca.gov>

**Policy amended: Date pending**

Policy amended: May 16, 2013

Policy amended: March 22, 2012

Policy amended: March 3, 2011

Policy amended: January 14, 2010

Policy amended: April 16, 2009

Policy adopted: November 1, 2001

## SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

### Review Process

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

*(cf. 6020 - Parent Involvement)*

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

*(cf. 1220 - Citizen Advisory Committees)*

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

*(cf. 5020 - Parent Rights and Responsibilities)*

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

### 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 ~~the such~~ materials:

1. Are aligned to ~~any applicable academic~~ **the 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 and consistent with the content and cycles of the curriculum framework adopted by SBE**

*(cf. 6011 - Academic Standards)*

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

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

*(cf. 6161.11 - Supplementary Instructional Materials)*

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

- ~~2. For instructional materials in high schools, be provided by publishers who comply with the requirements of Education Code 60040-60052, 60060-60062, and 60226 (Education Code 60400)~~
2. **Do not** ~~Not~~ reflect adversely upon persons because of ~~their race or ethnicity, religion, disability, nationality, sexual orientation, occupation, or other characteristic listed in Education Code 220,~~ **any characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities**, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

3. To the satisfaction of the Board, ~~be~~ **are** accurate, objective, current and suited to the needs and comprehension of **district** students at their respective grade levels (Education Code 60045)
4. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)
5. ~~Not provide any exposure~~ **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)
- 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 **SBE**. ~~the State Board of Education~~
  - 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.

*(cf. 1325 – Advertising and Promotion)*

## SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

6. Meet the requirements of Education Code 60040-60043 for specific subject content, **including, but not limited, accurately portraying society's cultural and racial diversity**
7. Support the District's adopted courses of study and ~~current~~ curricular goals
  - (cf. 6141 - Curriculum Development and Evaluation)
  - (cf. 6142.2 - World/~~Foreign~~ Language Instruction)
  - (cf. 6142.8 - Comprehensive Health Education)
  - (cf. 6142.91 - ~~English~~-**Reading**/Language Arts Instruction)
  - (cf. 6142.92 - Mathematics Instruction)
  - (cf. 6142.93 - Science Instruction)
  - (cf. 6142.94 - History-Social Science Instruction)
  - (cf. 6143 - Courses of Study)
  - (cf. 6146.1 - High School Graduation Requirements)
8. Contribute to a comprehensive, balanced curriculum
9. 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
10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
11. ~~Include materials that~~ **s**Stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
- ~~12. Contribute to the proper articulation of instruction through grade levels~~
12. **As appropriate, H**ave corresponding versions available in languages other than English ~~as appropriate~~
13. Include high-quality teacher's guides
- ~~14. Meet high standards in terms of the quality, durability and appearance of paper, binding, text and graphics~~
14. When available, ~~from the publishers, consider~~ **include** options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

## SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

- ~~15. If the materials are technology-based materials, be both available and comparable to other, equivalent instructional materials (Education Code 60052)~~

In addition to meeting the above criteria as applicable, technology-based materials shall:

1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)
2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners
3. Protect the privacy of student data

*(cf. 6157 - Distance Learning)*

### ~~Instructional Materials Evaluation Committee~~

~~The Superintendent or designee may establish an instructional materials evaluation committee to evaluate and recommend instructional materials for Board approval. This committee shall consist of a majority of teachers and may also include administrators, other staff who have subject matter expertise, parents/guardians, community members, and students as appropriate.~~

~~*(cf. 1220 - Citizen Advisory Committees)*~~

~~The committee shall review instructional materials using criteria provided above and in law, and shall provide the Board with documentation supporting its recommendations.~~

### Conflict of Interest

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

1. ~~Shall~~ **Will** 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)

Sample copies of instructional materials are excepted from this prohibition.  
(Education Code 60075)

2. ~~Is~~ **Are** not employed by nor receives compensation from **the publisher or supplier of the instructional materials** or any person, firm, organization, **subsidiary**, or ~~any of its subsidiaries~~ or controlling entity representing it ~~entities submitting instructional material to the District~~

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

- ~~3. Does not have and will not negotiate a contractual relationship with publisher or supplier of the instructional materials, or any person, firm, organization, subsidiaries 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

*(cf. 9270 - Conflict of Interest)*

**Regulation amended: Date pending**

Regulation amended: May 16, 2013

Regulation amended: March 22, 2012

Regulation amended: March 3, 2011

Regulation amended: January 14, 2010

Regulation amended: April 16, 2009

Regulation approved: November 1, 2001

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS****Resolution On Sufficiency of Materials**

WHEREAS, the Governing Board of ~~the~~ Alvord Unified School District, in order to comply with the requirements of Education Code Section 60119, held a public hearing on (date), ~~at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;~~

WHEREAS, the Governing Board provided at least ten-days' notice of the public hearing ~~posted~~ ~~posting it~~ in at least three public places within the district ~~that stated~~ ~~stating~~ the time, place, and purpose of the hearing; and;

WHEREAS, the Governing Board encouraged participation by parents/~~guardians~~, teachers, members of the community, and bargaining unit leaders in the public hearing; and;

WHEREAS, ~~the~~ information provided at the public hearing ~~and to the Governing Board at the public meeting~~ detailed the extent to which ~~sufficient~~ textbooks ~~and~~ ~~or~~ instructional materials were provided to all students, including English learners, in the Alvord Unified School District; and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each ~~pupil~~ ~~student, including each English learner,~~ has a ~~standards-aligned~~ textbook or instructional materials; ~~or both, to use in a class and to take home, and shall not be construed to require two sets of textbooks or instructional materials for each pupil; and,~~ ~~which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;~~

WHEREAS, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adopted by the State Board of Education;

**Finding of Sufficient Textbooks or Instructional Materials**

WHEREAS, sufficient ~~standards-aligned~~ textbooks ~~and~~ ~~or other~~ instructional materials ~~that are consistent with the cycles and content of the curriculum frameworks~~ were provided to each student, including ~~each~~ English learners, in ~~the following subjects:~~ mathematics, science, history-social science, ~~and~~ English/language arts, including the English language development component ~~of an adopted program, world language, health, and;~~ ~~that are aligned to the academic content standards and that are consistent with the cycles and content of the curriculum frameworks adopted by the State Board of Education; and,~~

~~WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes; and,~~

WHEREAS, ~~sufficient~~ laboratory science equipment was ~~provided~~ ~~available~~ for science laboratory classes offered in grades 9-12, inclusive; now

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

THEREFORE, ~~be it~~ **is** resolved that for the (year) school year, the Alvord Unified School District has provided each ~~pupil~~ **student** with sufficient **standards-aligned** textbooks ~~and or other~~ instructional materials ~~aligned to the academic content standards~~ **that are** consistent with the cycles and content of the curriculum frameworks.

**Finding of Insufficient Textbooks or Instructional Materials**

WHEREAS, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or other instructional materials were provided to students in the following subjects and grade levels at district schools: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world language, and health.)

WHEREAS, sufficient textbooks or other instructional materials were not provided at each school listed above due to the following reasons: (For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)

Therefore, it is resolved, that for the (year) school year, the Alvord Unified School District has not provided each student with sufficient textbooks or other instructional materials that are consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency.)

~~APPROVED~~ **PASSED** AND ADOPTED this (date).

**AYES:**\_\_\_\_\_ **NOES:**\_\_\_\_\_ **ABSENT:**\_\_\_\_\_

Attest:

\_\_\_\_\_  
President, Board of Education