

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

The Governing Board believes that instructional materials should be selected and evaluated with great care so that they will effectively support the adopted courses of study and meet current curricular goals. The California State frameworks will be an integral guideline. The review of instructional materials shall be coordinated with the overall development and evaluation of the district's curriculum. Taken as a whole, district instructional materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, and enhance the use of multiple teaching strategies and technologies.

(cf. 6141 - Curriculum Development and Evaluation)

The Superintendent or designee shall establish a process by which new instructional materials may be requested and subsequently evaluated, together with existing materials. Teachers, students, parents/guardians and community members shall have the opportunity to recommend instructional materials.

The Superintendent or designee shall establish instructional material evaluation committees. These committees may include teachers, administrators and other staff who have subject-matter expertise, as well as parents/guardians and/or community members broadly representative of the district's ethnic and socioeconomic composition. Staff members who participate in selecting and/or evaluating instructional materials shall be those most competent for the task because of their professional training, experience and assignments.

The majority of each evaluation committee's members shall be teachers.

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. 3315 - Relations with Vendors)

(cf. 9270 - Conflict of Interest)

Recommendations for the adoption and/or withdrawal of instructional materials shall be presented to the Board by the Superintendent or designee and shall include documentation supporting the recommendation. All recommended materials shall be displayed and available for public inspection at the district office.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Once instructional materials have been adopted by the Board, objections and complaints shall be handled on a case-by-case basis in keeping with Board policy.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

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Legal Reference:

EDUCATION CODE

1720-1723 Preparation of courses of study

35272 Education and athletic materials

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

51501 Subject matter reflecting on race, color, etc..

60010-60028 Definitions

60040-60047 Instructional requirements and materials

60070-60076 Prohibited acts (re instructional materials)

60110-60111 Instructional materials on drug education]

60200-60206 Elementary school materials

60260-60264 Local ordering procedures

60400-60414 High school textbooks

Management Resources:

PROGRAM ADVISORY

1002.90 Selection of Instructional Materials, CIL: 90/91-02

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**General Criteria for Selection and Evaluation**

Selection and evaluation committees shall assess the educational suitability of instructional materials according to the following criteria:

1. Relationship to the adopted courses of study and current curricular goals.
2. Contribution to a comprehensive, balanced curriculum.
3. 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.
4. Fair and balanced portrayal of people with regard to race, creed, color, national origin, sex and handicap.
5. Provision a wide range of materials on all levels of difficulty, with appeal to students of varied interests, abilities and maturity levels.
6. Inclusion of materials which stimulate discussion of contemporary issues and improve students' thinking and decision-making skills.
7. Contribution to the proper articulation of instruction through grade levels.
8. Quality and durability of paper, binding etc.
9. Availability of corresponding versions in languages other than English.
10. Availability and quality of corresponding teacher's guides.

Whenever possible, selection and evaluation committees should consider at least three different textbooks before recommending one for adoption.

Library books and reference materials do not require committee recommendation or Board approval. The librarian at each school shall select these materials in consultation with the principal, department chairpersons and teachers.

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**Incompatible Activities**

To ensure integrity and impartiality in the selection and evaluation of instructional materials, no Board member or professional staff member shall:

1. Accept any emolument, money or other valuable thing, or any 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 60074)

2. Accept any gift, favor, entertainment or item of value from any person or entity that submits or is likely to submit instructional materials or related proposals to the district.

(cf. 3315 - Relations with Vendors)

**Conflict of Interest**

Evaluation committee members shall not:

1. Be employed by any person, firm or organization submitting instructional material to the district.
2. Have or negotiate a contractual relationship with any such person, firm or organization.
3. Receive any compensation from any such person, firm or organization or any of its subsidiaries or controlling entities.
4. Have an interest as a contributor, author, editor or consultant in any textbook or other instructional material submitted to the district.
5. Discuss any instructional material or related proposal which has been or is likely to be submitted to the district with the person, entity or representative submitting it, except in a meeting scheduled and authorized by the Board or by the committee studying instructional materials.

Individuals formerly employed as consultants on textbooks or other materials shall not be deemed to be financially interested in the selection or evaluation of instructional materials provided they:

1. Have not had a contractual relationship or received compensation for such consultant service for two years before serving on the committee, and

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2. Retain no rights to compensation accruing while they serve on the committee.

Individuals shall not be disqualified from serving on committees if they have only a "remote interest."

As used in this regulation, "remote interest" means:

1. That of a nonsalaried officer of a nonprofit organization.
2. That of an employee or agent of a public entity or institution of higher education, provided the entity or institution has ten or more other employees or agents and the individual has been an employee or agent thereof for at least three years before serving on the committee.
3. That of an editor, consultant, contributor or author of a textbook or other materials which are not being considered or reviewed, provided that such service was performed before serving on the committee and the individual retains no rights to compensation accruing while he or she serves on the committee.

Any remote interest must be disclosed in a meeting of the committee. Such disclosures shall be recorded in the committee's minutes and communicated to the Board. Individuals who disclose a "remote interest" shall abstain from discussing, evaluating or voting on the related material.