

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect and value society's diversity, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials 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 academic content standards and the district's curriculum 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. 6010 - Goals and Objectives)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6143 - Courses of Study)*

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

*(cf. 6161 - Equipment, Books and Materials)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.7 - Use of Technology in Instruction)*

*(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, been determined to be aligned with the state academic content standards adopted by SBE. (Education Code 60200, 60210)

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.

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

### **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 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 (~~40~~) days prior to the hearing, the Superintendent or designee shall post 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 these hearings, the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

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

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 -Reading/Language Arts Instruction*)  
(*cf. 6174 - Education for English Learners*)
5. World language  
(*cf. 6142.2 - World Language Instruction*)
6. Health  
(*cf. 6142.8 - Comprehensive Health Education*)

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)

If the Board determines that there are insufficient textbooks or other instructional materials, the 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, to ensure that 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 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 Reference: (see next page)*

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

*Legal Reference:*

EDUCATION CODE

- 220 *Prohibition against discrimination*
  - 1240 *County superintendent, general duties*
  - 33050-33053 *General waiver authority*
  - 33126 *School accountability report card*
  - 35272 *Education and athletic materials*
  - 44805 *Enforcement of course of studies; use of textbooks, rules and regulations*
  - 49415 *Maximum textbook weight*
  - 51501 *Subject matter reflecting on race, color, etc.*
  - 52060-52077 *Local Control and accountability plan*
  - 60000-60005 *Instructional materials, legislative intent*
  - 60010 *Definitions*
  - 60040-60048 *Instructional requirements and materials*
  - 60060-60062 *Requirements for 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*
  - 60200-60206 *Elementary school materials*
  - 60226 *Requirements for publishers and manufacturers*
  - 60350-60352 *Core reading program instructional materials*
  - 60400-60411 *High school textbooks*
  - 60420-60424 *Instructional Materials Funding Realignment Program*
  - 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*
- CODE OF REGULATIONS, TITLE 5
- 9505-9535 *Instructional materials, especially:*

*Management Resources:*

- CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
- 01-05 *Guidelines for Piloting Textbooks and Instructional Materials, 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 State Standards*:  
<http://www.scoe.net/castandards>
- California Department of Education: <http://www.cde.ca.gov>

**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 6002. 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.

*(cf. 6011 - Academic Standards)*

**Criteria for Selection and Adoption of Instructional Materials**

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

1. Are aligned to the content standards adopted by SBE 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, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

*(cf. 6161.11 – Supplementary Instructional Materials)*

2. Do not reflect adversely upon persons because of 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, 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. 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 60200, 60048)

### AR 6161.1(b)

- 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 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.

*(cf. 1325 – Advertising and Promotion)*

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 curricular goals

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6142.2 – World Language Instruction)*

*(cf. 6142.8 – Comprehensive Health Education)*

*(cf. 6142.91 – 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. Stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
12. As appropriate, have corresponding versions available in languages other than English
13. Include high-quality teacher's guides
14. When available include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

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)*

AR 6161.1(c)

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

Instructional Materials Evaluation Committee

Conflict of Interest

*(cf. 9270 – Conflict of Interest)*

Regulation  
approved: January 27, 2010  
January 20, 2021

**MOUNTAIN UNION ELEMENTARY SCHOOL DISTRICT**  
Montgomery Creek, California

## **Selection And Evaluation Of Instructional Materials**

E 6161.1

### **Instruction**

#### Resolution On Sufficiency Of Instructional Materials

Whereas, the Governing Board of the (name of school district), in order to comply with the requirements of Education Code 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 Board provided at least 10 days' notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

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

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the (name of school district), and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, 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 or other instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

\*Mathematics: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

---

---

\*Science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

---

---



\*History-social science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

---

---

\*English language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

---

---

\*World language: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

---

---

\*Health: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

---

---

*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 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 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 (name of 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.)*

---

\_\_\_\_\_

\_\_\_\_\_

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a meeting, by the following vote:

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

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President