

Regulation 6161.1: Selection And Evaluation Of Instructional Materials

Status: DRAFT

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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:

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.

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.

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.

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, and accurately reflect and value society's diversity. 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 instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the 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 ~~SBE and consistent with the content and cycles of the curriculum framework adopted by SBE~~

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 State Standards. may be recommended for selection. (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 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 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. ~~2.~~ Do not reflect adversely upon persons because of their race or ethnicity, gender, religion, disability, nationality, sexual orientation, occupation, or other any characteristic listed ~~specified~~ in Education Code 220 law and Board Policy 0410 - Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

4. ~~3.~~ To the satisfaction of the Board, are accurate, objective, current, and suited to the differing needs and

comprehension of district students at their respective grade levels (Education Code 60045)

5: ~~4.~~With the exception of literature and ~~trade books~~**tradebooks**, use proper grammar and spelling (Education Code 60045)

6: ~~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 60048, 60200)

- 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: ~~6.~~Meet the requirements of Education Code 60040-60043 for specific subject content, **including, but not limited to:**

- a. **Accurately portraying society's cultural and racial diversity, including:**
 - i. **The contributions of all genders in all types of roles, including professional, vocational, and executive roles**
 - ii. **The role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic groups to the total development of California and the United States**
 - iii. **The role and contributions of the entrepreneur and labor in the total development of California and the United States**
- b. **Accurately portraying humanities place in ecological systems and the necessity for the protection of the environment**
- c. **Accurately portraying the effects on the human system of the use of tobacco, alcohol, and narcotics, and restricted dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances**
- d. **Encouraging thrift, fire prevention, and the humane treatment of animals and people**
- e. **Requiring, when appropriate to the comprehension of students, that textbooks for social science, history, or civics classes contain the Declaration of Independence and the United States Constitution**

9: ~~7.~~Support the district's adopted courses of study and curricular goals, **including the district's local control and accountability plan**

10: ~~8.~~Contribute to a comprehensive, balanced curriculum

11: ~~9.~~Demonstrate reliable quality of scholarship as evidenced by:

- a. Accurate, up-to-date, and well-documented information
- b. Objective presentation of diverse viewpoint

- c. Clear, concise writing and appropriate vocabulary
- d. Thorough treatment of subject matter

~~12.~~ **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 stimulate **Stimulate** discussion of contemporary issues, **exploration of ideas, and intellectual exchanges**, and improve students' thinking and decision-making skills

~~14.~~ Contribute to the proper articulation of instruction through grade levels

~~15.~~ **12.** As appropriate, have corresponding versions available in languages other than English

~~16.~~ **13.** 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.~~ **14.** When available, include options for lighter weight materials, **including materials in digital format**, 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**

Conflict of Interest

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

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

~~Be~~ **Are not** employed by ~~or~~ **nor** receive compensation from any ~~the publisher or supplier of the instructional materials or any~~ person, firm, organization, or any of its subsidiaries ~~subsidiary,~~ or controlling entities submitting instructional materials to the district ~~entity representing it~~

~~3. Have or negotiate a contractual relationship with any person, firm, or organization or any of its subsidiaries or controlling entities submitting instructional materials to the district~~

~~4.~~ **3. Have** ~~Do not have~~ an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 9505-9530

Ed. Code 1240

Description

Instructional materials

County superintendent of schools; duties -

<https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==>

Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqEGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzlX0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 33050-33053	General waiver authority - https://simbli.eboardsolutions.com/SU/Z43hmCst0gQT7SnBxRFv6g==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0lCzCplus6BA==
Ed. Code 35272	Education and athletic materials - https://simbli.eboardsolutions.com/SU/slshdlplusJixcS5rzBSc5plusPkMDQ==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPlOTFejGslshDadJ4g==
Ed. Code 49415	Maximum textbook weight standards - https://simbli.eboardsolutions.com/SU/77u8SXug3ezCHHX5w2j5OA==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7lFg8Etw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjlplusPzLslshlt7rPOBfXZYJuQ==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/K3bNwztYMnIFm5JF2yiqGQ==
Ed. Code 60070-60076	Prohibited acts regarding instructional materials - https://simbli.eboardsolutions.com/SU/3M6c2tplusjBD9idu1aBuHV7g==
Ed. Code 60110-60115	Instructional materials on alcohol and drug education - https://simbli.eboardsolutions.com/SU/66dXEkgOzWSgqB2k4ThWcA==
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/LANplusEILU46oVV1EgNFUoWw==

Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqympLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	Instructional materials; high schools - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhlygzg==
Ed. Code 60605	State-adopted content and performance standards in core curricular areas - https://simbli.eboardsolutions.com/SU/XmlnLXZsBldiiUtrWbslshzJw==
Ed. Code 60605.8	Common Core standards - https://simbli.eboardsolutions.com/SU/jel7UvgqvvmrQYufjIF7mQ==
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions

Management Resources References

	Description
California Department of Education Publication	Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 - https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78ftFNM1JQ==
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsishXk6R5akQ==
Website	Association of American Publishers - https://simbli.eboardsolutions.com/SU/OLNs7BgkkFncOfTaR9NYzA==
Website	California Academic Content Standards Commission, Common Core State Standards - https://simbli.eboardsolutions.com/SU/kUpiEw45kJuY7UkIWSDzSA==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/5plusfKUn3aL8gJu7D0hZoQ9A==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcPBwcYa4w==
0415	Equity - https://simbli.eboardsolutions.com/SU/RWAplusJLDjWXpplusgC05iplusLDOA==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/ufpqEymurplusbMcY8BDBnRZQ==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/hioD0waOOJiByYNFpisbsQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/GFehexM710iNOSlgGCECFa==

0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/HYyNz19R96ffslshgbgYsE3mQ==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7obBkz3eDZdX6UuwdxRCNQ==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/tHSbWzMDkTpvVHIIUA15KQ==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fcYZUJMpV94bnD6gyGkJPw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/a2ihWI4WdVbn5kGQ0I4NAQ==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/OqEutdav2RrzoICZLslsh4Bg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/CfApluscpXRIZplusOj2lmuhfqBA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/NaAoUplustL0gdMDg4YyrqkSQ==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/CGtJ1bS0fJ2qqnQzzY5qbQ==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hYsgaF9LHjeplus4tInfVHZyg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/4nKsf7OqCyf78FQ5NpVbbA==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/eOAbx9cOGmEpaxiV7sfqSw==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/1slshXspRaQThslshjxtigZLaZYg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ilradJh510f82Bjhbu4vRw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/zrxxplusFTeTpg8XDnadUSa6Q==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/ENsaEZnFslshbfDue5uvAGxYw==
3220.1	Lottery Funds - https://simbli.eboardsolutions.com/SU/RpUieFZV7MW628nslsh2yC1ow==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/0XNogGb3Aq9xGo5Rc3KNhA==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/3slshLplusKN5UgMFLtsue2JJYA==
3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/MOBohRIT3Zp4x73yQauMxA==
3311	Bids - https://simbli.eboardsolutions.com/SU/J4XkQpluspDuFoUxMKd4ZKyMA==
3311	Bids - https://simbli.eboardsolutions.com/SU/a4y4guyMC9pHn8Kcpluse1nWw==
4136	Nonschool Employment - https://simbli.eboardsolutions.com/SU/hQa3vgqtLnIhaujYw8ciYw==
4236	Nonschool Employment - https://simbli.eboardsolutions.com/SU/BCqXrWG4JgnplusrT0T535Vvg==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/mi31ZJfJZ6P6XlztQhGr3Q==

4331	Staff Development - https://simbli.eboardsolutions.com/SU/hqxZREbEWMHD9ZdRfApig==
4336	Nonschool Employment - https://simbli.eboardsolutions.com/SU/mQltcAW698mSG5dawplusDchg==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/RGnoJ2Av2PLCgBS02j7hzA==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/i9GslshM637wclshMszyobh7v3w==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/Xtm3uqHM0l1KAP4CIBOS3g==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/Rx7eYWCQJQxyhVGfnTMQBQ==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/VcnDCn9pslshzoAvdQnkvWBslshw==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/JGwlj5Qt4sslshSu4aJhZ5XAAQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/MWXILQ494aeY3920IWPxlg==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/YMCslshYRfeMGnJYFXn2LFUFQ==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/61Y9cvRslshKoW6mmj04arBBA==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/b3H6sslshVg4w5Fn8pgCBjCIA==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/N738O7slshud1ol7mrvlplusSOfw==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/GVzAgUNrmwjxJNKmsgl1rQ==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/IJW9DH2z29vRFUTVfplusjDjQ==
6142.91	Reading/Language Arts Instruction - https://simbli.eboardsolutions.com/SU/02VDBLywuyibp5MoyXyThA==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/esLsyR41A2MV6HpWvUso8A==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/QEYGjOljqbri0UeG8YxrbQ==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/kOgxeL28LBIK6rQB9O3AdA==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/2rm43307PLCL6tPtEi0B1g==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/QSMplusSNCxGfu1or4plus3KUx6A==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uJslsh5tSqTg3KAslshiBtacuigA==
6146.1	High School Graduation Requirements - https://simbli.eboardsolutions.com/SU/Dge23hWoNLV5QnRyWA7tiw==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/kWJW4zRMF1hY1pHypTRx0g==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/Dhq11DVtVpluswCAsBzXgW6ow==

6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/O1pOcHMRQnwXK2yNAfbMyg==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/3taLrSkI4GgyZmdSblW6lw==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/UlrD8rtCbBXH4slshn2kgoeAw==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lwXB8c8GOCzKnQd9nEugsg==
6170.1	Transitional Kindergarten - https://simbli.eboardsolutions.com/SU/QhslshRdExDslshquopYtxxslsh2zPg==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/liaX8LnXncN1nKr3DhUU6g==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/d7SrtlxVZ7PCzy6JiGpYrw==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/k1Mmrfq2joM0eoF4egslshHbA==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/jiwovmslshiWssUUbXpfWQROw==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsolutions.com/SU/VAI5plus8sdydz5NaoLcSiYIA==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/yCFHLIFLUDCtfgppluseQHTjg==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/kslshWb67m6F32w10hhDzipvw==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/Jiq2Oa5TdUplusXFull8rqeDA==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/PUk8QGIYGyhN8t44Le3YMw==