

ADMINISTRATIVE REGULATION
Placentia-Yorba Linda Unified School District

Instruction

6161.1-AR

INSTRUCTIONAL MATERIALS (ADOPTED)

A. Purpose and Scope

To provide procedures for the selection of instructional materials which are submitted to the Board of Education for adoption and for the acquisition of instructional materials subsequently adopted

B. General

1. In selecting instructional materials to be submitted to the Board of Education for adoption, care must be exercised by the staff to ensure that all requirements and regulations for such materials contained in state statutes and district policy have been fulfilled.
2. Concerns or questions relating to this regulation should be directed to the Assistant Superintendent Educational Services.

C. Forms

1. Instructional Materials Evaluation Form
2. Software Evaluation Form
3. Instructional Materials Advisory Committee - Disclosure Statement

D. Procedures

1. Definitions and Limitations
 - a. Instructional materials adopted by the Board of Education are the basic and supplementary materials which are the primary resources for instruction.
 - b. Basic materials are normally issued to each student.
 - c. Supplementary materials are available in classroom sets in adequate numbers for issue to each student in a classroom.
 - d. Basic and supplementary materials are normally in printed form. However, there may be occasions when sets, kits, or programs are adopted which include more than printed materials.
2. Personnel
 - a. Elementary schools
 - 1) The Assistant Superintendent-Educational Services will appoint an administrator to chair the district selection process. Co-chairs may be appointed.

- 2) The Assistant Superintendent and appointed chair(s) shall select a steering committee. The steering committee will consist of one certificated staff member from each elementary school. Appointments to the committee should be based on professional expertise, desire to serve insofar as possible, and the demographic diversity of the district. The steering committee shall review materials submitted on state authorized lists and any other materials which may be considered for adoption. If pilot usage is to be pursued, the steering committee shall select the material to be piloted. With or without piloting, the steering committee shall recommend adoption to the district Curriculum Council which shall make an adoption recommendation to the Assistant Superintendent-Educational services. The Assistant Superintendent is responsible for preparing recommendations for Board of Education action.

b. Middle and High Schools

- 1) The Assistant Superintendent-Educational Services shall provide notification to publishers of those courses for which instructional materials adoption is scheduled and request examination copies for each school.
- 2) The Assistant Superintendent-Educational services shall appoint appropriate administrative personnel to chair adoption committees for each general subject area having courses scheduled for adoption.
- 3) Each high school principal shall appoint a department chair or other department representative to the established subject area adoption committee.
- 4) Subject area adoption committees shall coordinate the review and evaluation of sample textbooks with the appropriate departments of the schools. Subject area committees shall recommend adoption to the district Curriculum Council which shall make an adoption recommendation to the Assistant Superintendent-Educational Services. The Assistant Superintendent is responsible for preparing recommendations for Board of Education action.

3. Adoption Sequence Guidelines

A calendar of deadlines will be created by the Educational Services Department for each adoption cycle in accordance with the following sequence.

a. Elementary Schools

- 1) Appoint chair and steering committee.
- 2) Presentations by publishers
- 3) Selection of materials to be piloted (if any). Select schools and classrooms for piloting.
- 4) Pilot selected materials and gather input from piloting teachers, students, and parents/guardians.
- 5) Steering committee recommends adoption. Curriculum Council recommends adoption. Assistant Superintendent recommends adoption. Materials to be considered by the Board of Education for adoption are placed on 30-day display for community input.
- 6) Board of Education adopts materials. Requisitions completed by principals.

b. Middle and High Schools

- 1) Notification to publishers of courses scheduled for adoption and requests for examination copies.
- 2) Appoint subject area committee chairs.
- 3) Form subject area committees
- 4) Review and evaluate examination copies in appropriate departments.
- 5) Selection of materials to be piloted (if any). Select schools and classrooms for piloting.
- 6) Pilot selected materials and gather input from piloting teachers, students, and parents/guardians.
- 7) Subject-area committees make adoption recommendations.
- 8) Curriculum Council makes adoption recommendations.
- 9) Assistant Superintendent-Educational Services makes adoption recommendations. Materials to be considered by the Board of Education for adoption are placed on 30-day display for community input.
- 10) Board of Education adopts materials.
- 11) Requisitions completed by principals.

4. Piloting of Materials

- a. Pilot use of materials may be authorized in the district-wide adoption process of TK-12 materials.
- b. The steering committee will select materials to be piloted. Unless approved by the Assistant Superintendent-Educational Services, no more than four (4) pilots shall be authorized at any grade level.
- c. The steering committee shall select schools and classrooms for piloting. Teacher selection should be based upon professional expertise and interest. Assignments for piloting also should consider the demographic diversity of the district.
- d. Limitations on piloting which may be established by publishers/providers must not influence the adoption recommendation. Consequently, equity of access to pilot materials must be assured by the steering committee.
- e. All pilot materials remain the property of the supplier and shall be returned at the end of the pilot period.
- f. Parents shall be notified when materials are piloted in their student's class.

5. Selection Criteria

- a. Legal Compliance

All selected materials must meet legal compliance standards established by the State of California. Instructional materials for grades K-8 contained on lists approved by the State Board of Education (SBE) have met such standards. All other materials must be evaluated for compliance.

b. General Criteria

All selected materials must:

- 1) be aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE,
- 2) be accurate, objective, current, and suited to the differing needs and comprehension of district students at their respective grade levels (Education Code 60045) in content,
- 3) be free of bias and demonstrate fairness of presentation and not reflect adversely upon persons because of any characteristic specified in 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) be age/grade/subject appropriate,
- 5) be physically capable of withstanding the rigors of school use,
- 6) meet the cultural characteristics and needs of students,
- 7) be user friendly to staff,
- 8) represent effective use of district funds, and
- 9) 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

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

c. Specific Criteria

Additional specific criteria may be developed by the district based upon anticipated outcome of instruction and/or curricular content of specific courses of study. Such criteria become an addendum to the Instructional Materials Evaluation Form.

6. Conflict of Interest

- a. All personnel are cautioned to avoid conflict of interest as specified in law and district policy. Employees recommending the selection and acquisition of adopted instructional materials should be free of personal, professional, or financial relationships with the publishers, producers, or vendors of such materials. Financial relationships extend to such issues as free or reduced cost samples, conferences, meals, travel expenses, and any form of gratuitous entertainment. It is in the best interest of the district not only to ensure that there is not conflict of interest but also to avoid any appearance of conflict of interest.
- b. Members of Elementary Steering Committees, Middle School Steering Committees, and High School Subject Area Committees must complete and file disclosure statements. Other employees involved in the selection of instructional material may be required to complete and file disclosure statements as determined by the Assistant Superintendent-Educational Services.

7. Requisition and Acquisition

- a. The principal is the requisitioning authority. Requisitions shall be submitted in accordance with calendars and procedures established by the Administrative Services Division.
- b. Normally, basic materials are provided on a one-to-one basis. Supplementary materials are provided optionally in classroom sets with the number of sets determined by the principal. The Assistant Superintendent-Educational Services may waive these norms based on funding limitations or other educational justifications.

8. Copyright Regulations

All staff members are cautioned to observe the requirements of law and district policy relating to copyright. This caution is particularly applicable to the duplication of copyrighted materials.

9. Future Editions

Adoptions shall be considered valid for future edition(s) of the textbook/resources that are released by the publisher prior to the next regularly scheduled adoption, provided that there are no substantive changes to the content or material as evaluated by district staff.

E. Reports Required

None

F. Record Retention and Distribution

Evaluation Forms - 2 years

G. Responsible Administrative Unit

Assistant Superintendent-Educational Services

H. Approved by:

Olivia Yaung 9/4/2024
Division Head Date

Alex Cherniss 9/4/2024
Superintendent Date