

BOARD POLICY

Placentia-Yorba Linda Unified School District

Instruction

6161.1 - BP

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Instructional Materials

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance 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.

The Board shall select instructional materials for use in grades TK-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8.

The Board shall adopt instructional materials for Grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation.

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.

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 steering committee to evaluate and recommend instructional materials. The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. In addition, the instructional materials steering 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 TK-8 that have not been adopted by the 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. Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

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

The district initiates a pilot of 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. All materials will be placed on a 30-day public display and Board approval must be obtained prior to final adoption of the recommended materials.

Core and Extended Reading Lists

Basic and supplementary materials which are or may be uniformly issued to students and which are the primary resources of instruction shall be adopted by the Board of Education. This includes the literary works placed on the Core and Extended Reading lists, TK-12. Procedures for selection of materials recommended for adoption shall involve management/supervisory personnel, teachers, specialists, and parents who will serve on the literature review committee (LRC) and abide by the established procedures included in the administrative regulations (AR) for the recommendation of novels. All recommended novels require board approval and parent consent prior to being piloted. All Instructional materials recommended for adoption, including recommended novels for the K-12 Core and extended reading lists shall be placed on public display for 30 days prior to Board action.

Supplementary Materials

Supplementary materials, reference materials, and materials used through individual student selection may be provided and utilized to facilitate instruction. Such materials include but are not limited to library books, reference/research materials, audio-visual materials, charts, maps, globes, models, specimens, and technology software. These materials will be selected and acquired through procedures established by the district and do not require Board adoption.

The Board of Education encourages teachers to use supplementary instructional materials which are, in their professional judgment, relevant to curriculum objectives and compatible with district goals and objectives. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

In the adoption and/or selection of instructional and supplementary materials, the following factors shall be considered:

1. support of the approved curriculum and content of the courses of study
2. accuracy of content
3. absence of bias and fairness of presentation
4. age/grade/subject appropriateness
5. motivational and physical characteristics of the materials
6. demographic and cultural characteristics and needs of students
7. useability by instructional staff
8. the fiscal resources of the district
9. that all language, both written and spoken, be of the highest quality and reflect community and district standards, and
10. promotes good citizenship and American ideals
11. aligns with all applicable board policies and approved resolutions

Supplementary instructional materials must also be consistent with criteria developed for the selection and evaluation of other instructional materials. If the teacher is uncertain regarding the use of materials, the teacher shall confer with the principal or designee before using them.

The use of any supplemental instructional material shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

When using supplementary materials, teachers shall provide appropriate introductory and follow-up activities. In addition, teachers shall ensure that supplementary materials do not supplant the use of adopted texts or teaching activities.

The Superintendent shall establish administrative regulations to implement this policy.

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

At the hearing(s), 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)

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program
5. World language
6. Health

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 or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, 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)

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 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 or instructional materials. The Board shall submit a copy of the resolution to the County Superintendent of Schools no later than three business days after the hearing. The Board shall take any action 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)

In addition, if the County Superintendent, in accordance with Education Code 1240, makes the district aware of a school that does not have sufficient textbooks or instructional materials, the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year.

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)

Prohibition Against Refusal to Approve or Prohibit the Use of Specified Instructional Materials

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Complaints

Complaints concerning instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials, Board Policy 1312.3 - Uniform Complaint Procedures, or Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures, as applicable.

LEGAL REFERENCE

<u>Education Code:</u>	<u>Section</u>	<u>Description</u>
	220	Prohibition of discrimination
	242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
	243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
	1240	County superintendent of schools; duties
	18111	Exclusion of books by Governing Board that are sectarian, partisan, or denominational character
	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
	48907	Exercise of free expression; time, place, and manner rules and regulations
	48950	Speech and other communication
	49415	Maximum textbook weight
	51204.5	Social science instruction; contribution of specified groups
	51501	Nondiscriminatory subject matter
	51511	Religious matters properly included in courses of study

51933	Sexual health education and HIV prevention materials
52060-52077	Local control and accountability plan
60000-60005	Instructional materials; legislative intent
60010	Instructional materials; definition
60040-60052	Requirements for instructional materials
60063.62	Requirements for publishers and manufacturers
60070-60076	Prohibited acts (re instructional materials)
60115	Instructional materials on alcohol and drug education
60119	Sufficiency of textbooks and instructional materials; hearing and resolution
60150	Penalty for insufficiency of textbooks and instructional materials
60200-60210	Elementary school materials
60226	Requirements for publishers and manufacturers
60350-60352	Core reading program instructional materials
60400-60411	Instructional materials; high schools
60510-60511	Donation for sale of obsolete instructional materials
60605	State-adopted content and performance standards in core curricular areas
60605.8	Common Core standards
60605.86-	Supplemental instructional materials aligned with Common
60605.88	Core State Standards

Code of Regulations 9505-9530 Instructional Materials
Title 5

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