

**ADMINISTRATIVE REGULATION**  
**Placentia-Yorba Linda Unified School District**

Instruction

6400.1-AR

**DEPENDENT CHARTER SCHOOL SELECTION OF INSTRUCTIONAL MATERIALS**

A. Purpose and Scope

To provide procedures for the selection of instructional materials which are submitted to the Placentia-Yorba Linda Unified School District Board of Education for adoption and acquisition as the authorizer of dependent charter schools.

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. Suggestions and questions regarding this procedure should be directed to the assigned Charter Liaison - Educational Services or Assistant Superintendent - Educational Services.

C. Forms Used and Additional References

1. Instructional Materials Evaluation Form
2. Software Evaluation Form
3. 30-Day Display Feedback Forms

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. Process for Selection of Materials
  - a. The Principal of the dependent charter school shall convene an instructional materials selection task force of an administrator and content-specific teachers.

- b. The Charter School Liaison shall facilitate connections between the dependent charter school staff members and publishers to collect three or more sets of materials for review.
- c. The instructional materials selection task force shall conduct a comparative evaluation of the resources using the pertinent Instructional Materials or Software Evaluation Form(s). If appropriate and feasible, materials shall be piloted in classrooms with prior parental notification. The data from these forms, and any piloting feedback, shall guide the selection and recommendation of the instructional materials selection task force.
- d. An overview of the process and final recommendation of the instructional materials selection task force shall be presented to the dependent charter school's Academic Committee for consideration. The Charter Liaison shall attend the Academic Committee Meeting as a non-voting member, along with content-specific district specialists, to validate the process and recommendation.
  - 1. The Academic Committee shall be composed of the department chairs/grade level leads, two administrators, an at-large teacher representative selected by all teachers, and a parent/guardian representative from each grade level served, at least one of whom is also on the Advisory Council.
- e. The dependent charter school's Academic Committee shall inform the charter school's Advisory Council of recommendations it is sending to the Board of Education.
- f. The Charter Liaison shall ensure that the recommended materials are placed on 30-day display at the District Office in accordance with district policies and practices.
- g. The Charter Liaison and dependent charter school's Principal shall collaborate to procure accurate quote(s) from the vendor(s), confirm with the fiscal staff that funds are available, and draft the relevant materials necessary for the Board of Education to consider the material(s) for adoption.
- h. The Board considers the recommendation for adoption.

### 3. Piloting of Materials

- a. Pilot use of materials may be authorized in the adoption process of instructional materials.
- b. The task force 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 task force 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 task force.
- 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.

#### 4. 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.

5. 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 no conflict of interest but also to avoid any appearance of conflict of interest.
- b. Members of the Selection Task Force 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.

6. 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.

7. 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.

E. Reports Required

None

F. Record Retention

None

G. Responsible Administrative Unit

Charter Liaison - Educational Services under the supervision of Assistant Superintendent - Educational Services.

H. Approved by:

Olivia Yaung, Ed.D.      8/23/2024  
Division Head              Date

Alex Cherniss, Ed.D.      8/23/2024  
Superintendent              Date