

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

A. Purpose and Scope

Characteristics

Selection and evaluation committees shall assess the educational suitability of instructional materials according to the criteria listed below:

1. Relationship to the adopted courses of study and current curricular goals.
2. Contribution to a comprehensive, balanced curriculum.
3. Reliable quality of scholarship as evidence 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.
4. Fair and balanced portrayal of people with regard to race, creed, color, national origin, sex, age, and handicap.
5. Provision of a wide range of materials on all levels of difficulty, with appeal to students of varied interests, abilities and maturity levels.
6. Inclusion of materials which stimulate discussion of contemporary issues and improve students' thinking and decision-making skills.
7. Contribution to the proper articulation of instruction through the grade levels.
8. Quality and durability of paper, binding, etc.
9. Availability of corresponding versions in languages other than English.
10. Availability and quality of corresponding teacher's guides.

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

B. General

1. Textbooks (any book purchased in quantities to be used as a class set) shall be submitted to Curriculum Council by the Textbook Selection Committee for approval before recommendation to the governing board. If all students must use the material as part of a class requirement the textbook selection process must be followed.
2. Supplemental/Instructional materials purchased need to follow the supplementary/instructional materials process. Each site instructional review team must approve the purchase and the items must be included in the site approved supplemental/instructional materials list.
3. Library books and reference materials do not require committee recommendation or Governing Board approval. The librarian at each school shall select these materials in consultation with the principal, department chairpersons and teachers.

C. Forms and References

1. Textbook/Instructional Materials Process (Form C-1)
2. Supplemental Instructional Materials Process (Form C-2)

D. Procedures

1. Incompatible activities – To ensure integrity and impartiality in the selection and evaluation of instructional materials no Board member or professional staff member shall:
 - a. Accept any money, or other valuable thing, or any inducement, to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material. (Educational Code 60072).
 - b. Sample copies of instructional materials are exempted from this prohibition. (Education Code 60074).
2. Individuals who will participate in the evaluation process must first complete a disclosure statement, which provides them an opportunity to disclose any conflict of interest.

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

3. Evaluation committee members shall not:
 - a. Be employed by any person, firm or organization submitting instructional material for adoption.
 - b. Have or negotiate a contractual relationship with any person, firm, or organization submitting instructional materials for adoption.
 - c. Receive any compensation from any such person, firm, or organization, or any of its subsidiaries, or controlling interests.
 - d. Have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district for adoption.
4. Individuals formerly employed as consultants on textbooks or other materials shall not be deemed to be financially interested in the selection or evaluation of instructional materials provided they:
 - a. Have not had a contractual relationship or received compensation for such consultant service for two years before serving on the committee.
 - b. Retain no rights to compensation accruing while they serve on the committee.
5. Individual shall not be disqualified from serving on committees if they have only a “remote interest”. As used in this regulation “remote interest” means:
 - a. That of a non-salaried officer of a nonprofit organization.
 - b. That of an employee or agent of a public entity or institution has ten or more other employees or agents and the individual has been an employee or agent thereof for at least three years before serving on the committee.
 - c. That of an editor, consultant, contribute, or author of a textbook or other instructional materials which are not being considered or reviewed, provided that such service was performed before serving on the committee and the individual retains no rights to compensation accruing while he or she serves on the committee.

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

6. Any “remote interest” must be disclosed in a meeting of the committee. Such disclosures shall be recorded in the committee’s minutes and communicated to the Board. Individuals who disclose a “remote interest” shall abstain from discussing, evaluating, or voting on related material.

E. Reports Required

Textbook Review and Selection Report (Form E).

F. Record Retention

None

G. Responsible Administrative Unit

Educational Resources

H. Approved by Administrator of Division

Assistant Superintendent of Educational Resources

**HIGH SCHOOL DISTRICT TEXT/INSTRUCTIONAL
MATERIALS SELECTION PROCESS**

1. The Assistant Superintendent or the designee authorizes formation of the textbook selection committee.

(A textbook is any book purchased in quantities to be used as a class set or required reading).

2. Committee Selection Process: Determine who should be part of the committee to make a recommendation for the adoption of new materials. There should be representatives from all three high schools. The reps should be knowledgeable in their fields and represent the various subjects included in the adoption. Staff members who participate in selecting and/or evaluating instructional materials shall be those most competent for the task because of professional training or expertise. Select a chair for the committee who will keep the minutes of the process and take care of the details related to this process.
3. Develop a timeline that provides:
 - Sufficient time to analyze and review the available instructional materials
 - Publisher presentations if appropriate
 - Selection the top three choices
 - Pilot the top two or three programs to determine the best
 - Establish dates, time and location for public preview
 - Press release to local press (indicating the time and location) for public review and comments
 - Presentation of report for Curriculum Council
 - Presentation of recommendation to the board, including planned staff development.
4. Review the Curriculum Plan: Review the district adopted curriculum – goals, desired learnings and benchmarks. (If this document is not available, it must be developed in alignment with the course outline, state standards, frameworks and/or national standards.
5. Research: Review the research/trends/issues in this subject area. Refer to the state frameworks, state standards, articles from professional publications.
6. Needs: Determine what it is that students are expected to know and where the currently adopted materials are deficient. (Complete a needs assessment, describe ideal text/instructional materials).

**HIGH SCHOOL DISTRICT TEXT/INSTRUCTIONAL
MATERIALS SELECTION PROCESS (Continued)**

7. Determine what materials are available: Check with publishers and other districts to see what is currently being used.
8. Order samples of instructional materials.
9. Training: Provide in-service to the committee on the textbook review and analysis process.
10. Goals: Determine the most important goals that the new materials will need to address.
11. Compare instructional materials to goals and select two or three books for further review and piloting.
12. Pilot materials: Use in the classroom and implement lessons with students. Compare/contrast lessons from the top two or three selected materials.
13. Testimonials: Find other schools that are using the materials. Conduct site visitations and preliminary Internet research. Review comments from Textbook Review Committees.
14. Make final selection of materials recommended for adoption.
15. Send a press release to local newspapers for the dates, times and location where the materials will be displayed for public review.
16. Parent Review (this needs to be scheduled at least two weeks in advance of the Curriculum Council presentation).
17. Calculate the cost of materials: Discuss with the publisher exactly what is included, and how long the materials will be supplied. Some materials are supplied free of charge for the initial year of the adoption but are expensive or not available later.
18. Prepare a Review and Selection Report: (See Form C-E)
19. Submit the Report including any parent and staff comments to the Assistant Superintendent for Educational Services and to Curriculum Council along with a textbook display. (Multiple copies).

**HIGH SCHOOL DISTRICT TEXT/INSTRUCTIONAL
MATERIALS SELECTION PROCESS (Continued)**

20. Present the final proposal to Superintendent's Cabinet.
21. Present final recommendation, to the Board of Trustees.
22. Present textbook order to the site textbook committee for funding.
23. Send a copy of the approved textbook report to the high school librarians and to the director of instructional media services. The new textbooks need to be added to the current list of adopted materials.

SUPPLEMENTAL SELECTION PROCESS**Check Off**

_____	1. The materials are aligned with the adopted course of study, current curricular goals, and district state standards, desired learnings and benchmarks?
_____	2. ISBN # _____ Copyright date _____
_____	3. Price _____ Publisher _____
_____	4. Other materials reviewed? List.

_____	5. Rationale for final selection _____

_____	6. Review and approval by Department Chairperson (high school only)
	Name _____ Signature _____ Date _____
_____	7. Review and approval by site administrator in charge of instructional materials
	Name _____ Signature _____ Date _____

**TRACY UNIFIED SCHOOL DISTRICT
TEXTBOOK REVIEW AND SELECTION REPORT**

1. Textbook Review and Selection Committee Members:
2. Textbooks reviewed:
3. Textbook selected: (include title, publisher, vendor, ISBN#, copyright date, and cost of student text, teacher's edition and any ancillary materials.)
4. Course, grade levels and schools which will use the materials:
5. Implementation date:
6. Total cost for adoption:
7. Proposal for Adoption: (Research, Rationale, Match with Goals, Desired Learnings and Benchmarks, and other factors which led to this proposal.)
8. Dates: (Date of open review for parents: need to allow parents a time to respond to this proposed adoption prior to actual recommendation for adoption; need to post notice in local newspapers as to when and where parents can review the new proposed materials).

Press Release Dates

Public Review Dates and Times

Approval by Curriculum Council

Approval by Board of Trustees

Copy of Press Release:

9. Comments: Include comments from staff and parents.

6/15/99

Copy of Textbook Adoption Report with approved textbooks need to go to Assistant Superintendent of Educational Services, high school library staff, and the director of Instructional Media Services.

TUSD Acknowledged: