

## SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Governing Board believes that instructional materials should be selected and evaluated with great care so that they will effectively support the adopted courses of study and meet curricular goals. The review of instructional materials shall be coordinated with the overall development and evaluation of the district's curriculum. Taken as a whole, district curriculum materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, and enhance the use of multiple teaching strategies and technologies.

The process by which new materials may be requested and subsequently evaluated, together with existing materials is listed below. Teachers, administrators, students, parents/guardians, and community members shall have an opportunity to review the instructional materials prior to adoption.

### 1. Procedure:

- a. The Superintendent or designee shall establish instructional material evaluation committees comprised of representatives from the departments and/or grade levels who will use the materials. These committee members should have subject-matter expertise and be broadly representative of the district's ethnic composition. Staff members who participate in selecting and/or evaluating instructional materials shall be those most competent for the task because of their professional training, experience and assignments.

Individual(s) who participate in selecting and evaluating instructional materials shall have no financial interest in the materials being reviewed, recommended or approved. Incompatible activities and conflicts of interest related to the selection and evaluation of instructional materials are clearly identified in administrative regulations.

- b. The committee will determine the need for new instructional materials based on the curricular plan.
- c. The committee chair will contact publishers for sample materials to be considered for adoption. Materials for K-8 should have passed legal compliance and be on the recommended instructional materials list unless a waiver is filed. There is no state adopted text list for 9-12. A waiver may be filed if the committee determines that materials not on the list better meet the curriculum plan goals.

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

- d. Written comments of committee members will be used to report the match or lack of a match of sample materials to the curriculum plan.
  - e. An effort should be made to contact districts who are currently using the materials to determine if the materials are effective.
  - f. The public shall be given an opportunity to preview and make comments on instructional materials recommended for adoption.
  - g. The committee with the Assistant Superintendent of Educational Services should establish staff development needs for the successful implementation of the recommended materials.
  - h. The administrative or department chair for the committee is responsible for preparing a notice/ballot for Curriculum Council and a Board of Trustees Agenda item through the Assistant Superintendent of Educational Services. The Board Agenda item must include the budget for the materials. The recommendation for adoption may also go to Elementary and Secondary Management Teams at the discretion of the Assistant Superintendent of Educational Services.
2. An ongoing evaluation of the materials throughout the implementation process should be conducted with the results reported back to the appropriate groups such as departments, Curriculum Council, ECAM and SCAM.
  3. The disposition of old and obsolete textbooks shall be accomplished under the direction of the Assistant Superintendent for Educational Services in accordance with state and district regulations.
  4. Once instructional materials have been adopted by the Board, objections and complaints shall be handled on a case-by-case basis in keeping with Board Policy.

**Legal Reference:**

EDUCATION CODE

1720-1723

35272

35272

Preparation of courses of study

Education and athletic materials

Enforcement of course of studies; use of textbooks, rules and regulations

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

51501	Subject matter reflecting on race, color, etc.
60010	Definitions
60040-60047	Instructional requirements and materials
60070-60076	Prohibited acts (re-instructional materials)
60110-60111	Instructional Materials on drug education