

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 **and value** the ethnic and cultural diversity of our society, and enhance **the instructor's ability to educate all students through** 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.**

~~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.~~

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- ~~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.~~

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials, using toolkits for instructional materials evaluation.

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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

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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 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)

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)

Complaints

Complaints concerning instructional materials shall be handled in accordance with BP/AR 1312.2 - Complaints Concerning Instructional Materials or AR 1312.4 - Williams Uniform Complaint Procedures, as applicable.

Legal Reference:

	State	Description
5 CCR 9505-9530		<u>Instructional materials</u>
Ed. Code 1240		<u>County superintendent of schools; duties</u>
Ed. Code 18111		<u>Exclusion of books by Governing board that are sectarian, partisan, or denominational character</u>
Ed. Code 220		<u>Prohibition of discrimination</u>
Ed. Code 242		<u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u>

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State	Description
Ed. Code 243	<u>Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</u>
Ed. Code 33050-33053	<u>General waiver authority</u>
Ed. Code 33126	<u>School accountability report card</u>
Ed. Code 35272	<u>Education and athletic materials</u>
Ed. Code 44805	<u>Teacher enforcement of course of studies; use of textbooks, rules and regulations</u>
Ed. Code 48907	<u>Exercise of free expression; time, place and manner rules and regulations</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 49415	<u>Maximum textbook weight standards</u>
Ed. Code 51204.5	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51501	<u>Nondiscriminatory subject matter</u>
Ed. Code 51511	<u>Religious matters properly included in courses of study</u>
Ed. Code 51933	<u>Sexual health education and HIV prevention materials</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 60000-60005	<u>Instructional materials; legislative intent</u>
Ed. Code 60010	<u>Instructional materials; definition</u>
Ed. Code 60040-60052	<u>Requirements for instructional materials</u>
Ed. Code 60060-60063.5	<u>Requirements for publishers and manufacturers</u>
Ed. Code 60070-60076	<u>Prohibited acts regarding instructional materials</u>
Ed. Code 60110-60115	<u>Instructional materials on alcohol and drug education</u>
Ed. Code 60119	<u>Sufficiency of textbooks and instructional materials; hearing and resolution</u>

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State	Description
Ed. Code 60150	<u>Penalty for insufficiency of textbooks and instructional materials</u>
Ed. Code 60200-60213	<u>Elementary school materials</u>
Ed. Code 60226	<u>Requirements for publishers and manufacturers</u>
Ed. Code 60400-60411	<u>Instructional materials; high schools</u>
Ed. Code 60510-60511	<u>Donation or sale of obsolete instructional materials</u>
Ed. Code 60605	<u>State-adopted content and performance standards in core curricular areas</u>
Ed. Code 60605.8	<u>Common Core standards</u>
H&S Code 11032	<u>Narcotics, restricted dangerous drugs, and marijuana; definitions</u>
Management Resources	Description
California Department of Education Publication	<u>Instructional Materials, FAQ</u>
California Department of Education Publication	<u>Standards for Evaluating Instructional Materials for Social Content, 2013</u>
California Department of Education Publication	<u>Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>Association of American Publishers</u>
Website	<u>California Academic Content Standards Commission, Common Core State Standards</u>
Website	<u>Department of Justice</u>
Website	<u>U.S. Department of Education, Office for Civil Rights</u>
Website	<u>California Department of Education</u>
Website	<u>CSBA</u>
Cross References	

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Code	Description
0400	<u>Comprehensive Plans</u>
0410	<u>Nondiscrimination In District Programs And Activities</u>
0415	<u>Equity</u>
0440	<u>District Technology Plan</u>
0440	<u>District Technology Plan</u>
0460	<u>Local Control And Accountability Plan</u>
0460	<u>Local Control And Accountability Plan</u>
1220	<u>Citizen Advisory Committees</u>
1220	<u>Citizen Advisory Committees</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2-E(1)	<u>Complaints Concerning Instructional Materials</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>
1312.3-E(2)	<u>Uniform Complaint Procedures</u>
1312.4	<u>Williams Uniform Complaint Procedures</u>
1312.4-E(1)	<u>Williams Uniform Complaint Procedures</u>
1312.4-E(2)	<u>Williams Uniform Complaint Procedures</u>
1325	<u>Advertising And Promotion</u>
1340	<u>Access To District Records</u>
1340	<u>Access To District Records</u>
1700	<u>Relations Between Private Industry And The Schools</u>

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Code	Description
3220.1	<u>Lottery Funds</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u>
3290	<u>Gifts, Grants And Bequests</u>
3311	<u>Bids</u>
3311	<u>Bids</u>
4136	<u>Nonschool Employment</u>
4143	<u>Negotiations/Consultation</u>
4236	<u>Nonschool Employment</u>
4243	<u>Negotiations/Consultation</u>
4331	<u>Staff Development</u>
4336	<u>Nonschool Employment</u>
5020	<u>Parent Rights And Responsibilities</u>
5020	<u>Parent Rights And Responsibilities</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5145.3	<u>Nondiscrimination/Harassment</u>
6000	<u>Concepts And Roles</u>
6011	<u>Academic Standards</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6141	<u>Curriculum Development And Evaluation</u>
6141	<u>Curriculum Development And Evaluation</u>
6142.2	<u>World Language Instruction</u>
6142.2	<u>World Language Instruction</u>
6142.6	<u>Visual And Performing Arts Education</u>
6142.8	<u>Comprehensive Health Education</u>

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Code	Description
6142.8	<u>Comprehensive Health Education</u>
6142.91	<u>Reading/Language Arts Instruction</u>
6142.92	<u>Mathematics Instruction</u>
6142.93	<u>Science Instruction</u>
6142.94	<u>History-Social Science Instruction</u>
6143	<u>Courses Of Study</u>
6143	<u>Courses Of Study</u>
6144	<u>Controversial Issues</u>
6146.1	<u>High School Graduation Requirements</u>
6161.11	<u>Supplementary Instructional Materials</u>
6161.2	<u>Damaged Or Lost Instructional Materials</u>
6162.5	<u>Student Assessment</u>
6162.6	<u>Use Of Copyrighted Materials</u>
6162.6	<u>Use Of Copyrighted Materials</u>
6163.1	<u>Library Media Centers</u>
6170.1	<u>Transitional Kindergarten</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
6174	<u>Education For English Learners</u>
6174	<u>Education For English Learners</u>
6190	<u>Evaluation Of The Instructional Program</u>
9000	<u>Role Of The Board</u>
9270	<u>Conflict Of Interest</u>
9270-E(1)	<u>Conflict Of Interest</u>
9322	<u>Agenda/Meeting Materials</u>

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

~~The Governing Board encourages teachers to use supplementary instructional materials which are relevant to curriculum objectives aligned with State Standards, 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.~~

~~Teachers shall carefully preview all supplementary instructional materials in order to assure that, in their professional judgment, the materials are:~~

- ~~1. — Directly related to the course of study in which they are being used~~
- ~~2. — Appropriate for students' ages and maturity levels~~

~~Supplementary instructional materials must also be consistent with criteria developed for the selection and evaluation of other instructional materials. If the teacher believes that the materials may be in conflict with district criteria and there are not any other materials available the teacher shall confer with the principal or designee before using them.~~

~~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 basic texts or teaching activities.~~

~~All materials must be used within legal copyright limits.~~

Films

~~When a teacher desires to show a film that has not been approved by the district or county for use in the grade level taught, the teacher shall preview the film to determine whether in his/her professional judgment it is consistent with district criteria for the selection of instructional materials. All films must be appropriate for the curriculum and the students' ages.~~

~~If the teacher has any questions about how established district criteria apply to the film, he/she shall confer with the principal or designee before showing the film.~~

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

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Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more **standards-aligned** subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

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)

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 – Evaluation and Selection of Instructional Materials.

Supplementary instructional materials shall be directly related to the course of study in which they are being used, **not supplant Board-adopted materials**, and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

Appropriateness of Materials

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, the employee shall preview the material to determine whether, in the employee's professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional

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materials.

The employee shall confer with the **site administrator** as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, factual accuracy, appropriateness, including whether the material contains pervasive vulgarity or profanity, and relevance of the materials, as well as the ages and maturity of the students.

The Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

Complaints

Complaints concerning supplemental instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 - Uniform Complaint Procedures, as applicable.

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (Continued)

Legal Reference:

EDUCATION CODE:

18111	Exclusion of books by governing board
44806	Duty regarding instruction in morals, manners and citizenship
51510	Prohibited study or supplemental materials
51511	Religious matters properly included
51550	Sex education materials
60010	Definition, especially <i>McCarthy v. Fletcher</i> , 207 Cal. App. 3d 130, 1989

State

5 CCR 4600-4670
Ed. Code 18111

Ed. Code 220
Ed. Code 233.5
Ed. Code 242

Ed. Code 243

Ed. Code 48907

Ed. Code 48950
Ed. Code 51204.5
Ed. Code 51501
Ed. Code 51510
Ed. Code 51511
Ed. Code 51933
Ed. Code 60000-60005
Ed. Code 60010
Ed. Code 60040-60052
Ed. Code 60060-60063.5
Ed. Code 60200-60213
Ed. Code 60226
Ed. Code 60400-60411
Ed. Code 60605

Ed. Code 60605.8
Ed. Code 60811.3

Description

Uniform complaint procedures
Exclusion of books by Governing board that are sectarian, partisan, or denominational character
Prohibition of discrimination
Teaching of principles
Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Exercise of free expression; time, place and manner rules and regulations
Speech and other communication
Social sciences instruction; contributions of specified groups
Nondiscriminatory subject matter
Prohibited study or supplemental materials
Religious matters properly included in courses of study
Sexual health education and HIV prevention materials
Instructional materials; legislative intent
Instructional materials; definition
Requirements for instructional materials
Requirements for publishers and manufacturers
Elementary school materials
Requirements for publishers and manufacturers
Instructional materials; high schools
State-adopted content and performance standards in core curricular areas
Common Core standards
English language development standards

Management Resources

California Department of Education

Description

Standards for Evaluating Instructional Materials for Social

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (Continued)

Publication	Content, 2013
Court Decision	Fowler v. Board of Education of Lincoln County (1987) 819 F.2d 657
Court Decision	McCarthy v. Fletcher (1989) 207 Cal. App. 3d 130
Website	CSBA District and County Office of Education Legal Services
Website	Department of Justice
Website	U.S. Department of Education, Office for Civil Rights
Website	California Department of Education
Website	CSBA

Cross References

Code	Description
0000	Vision
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4132	Publication Or Creation Of Materials
4232	Publication Or Creation Of Materials
4332	Publication Or Creation Of Materials
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (Continued)

6141.2	<u>Recognition Of Religious Beliefs And Customs</u>
6141.2	<u>Recognition Of Religious Beliefs And Customs</u>
6142.1	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.1	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.2	<u>World Language Instruction</u>
6142.2	<u>World Language Instruction</u>
6142.6	<u>Visual And Performing Arts Education</u>
6142.91	<u>Reading/Language Arts Instruction</u>
6142.92	<u>Mathematics Instruction</u>
6142.93	<u>Science Instruction</u>
6142.94	<u>History-Social Science Instruction</u>
6143	<u>Courses Of Study</u>
6143	<u>Courses Of Study</u>
6144	<u>Controversial Issues</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1-E(1)	<u>Selection And Evaluation Of Instructional Materials</u>
6162.6	<u>Use Of Copyrighted Materials</u>
6162.6	<u>Use Of Copyrighted Materials</u>
6163.1	<u>Library Media Centers</u>
6174	<u>Education For English Learners</u>
6174	<u>Education For English Learners</u>

EVALUATION AND SELECTION 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.~~

A. Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the materials:

- 1. Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE**

Adopted:

TUSD Acknowledged:

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For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

- 2. Do 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)**
- 3. To the satisfaction of the Board, are accurate, objective, current, and suited to the differing needs and comprehension of district students at their respective grade levels (Education Code 60045)**
- 4. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)**
- 5. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)**
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by SBE**
 - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration**
- 6. 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:**

Adopted:

TUSD Acknowledged:

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- 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 humanity's 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**
- 7. Support the district's adopted courses of study and curricular goals, including the district's local control and accountability plan**
- 8. Contribute to a comprehensive, balanced curriculum**
- 9. Demonstrate reliable quality of scholarship as evidenced 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 matter**

Adopted:

TUSD Acknowledged:

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- 10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels**
- 11. Stimulate discussion of contemporary issues, exploration of ideas, and intellectual exchanges, and improve students' thinking and decision-making skills**
- 12. As appropriate, have corresponding versions available in languages other than English**
- 13. Include high-quality teacher's guides**
- 14. When available, include options for lighter weight materials, including materials in digital format, in order to help minimize any injury to students by the combined weight of instructional materials**

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**

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 (see **BP 6161.11**). 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.

Adopted:

TUSD Acknowledged:

EVALUATION AND SELECTION OF INSTRUCTIONAL MATERIALS

C. Process

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (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. (Education Code 60210)

The Superintendent or designee may establish a teacher advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards, and accurately reflect and value society's diversity. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

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).~~~~

Adopted:

TUSD Acknowledged:

EVALUATION AND SELECTION OF INSTRUCTIONAL MATERIALS

- ~~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.~~
- ~~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.~~~~
- ~~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~~

Adopted:

TUSD Acknowledged:

**EVALUATION AND SELECTION OF
INSTRUCTIONAL MATERIALS**

~~related material.~~

D. Conflict of Interest

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition (Education Code 60075)

2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it for two years before serving on the committee.
3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district for two years before serving on the committee.

E. Forms and References

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

1. Instructional Materials Selection Procedures (C-1)
2. Template for Instructional Materials Toolkit (C-2)

Adopted:

TUSD Acknowledged:

EVALUATION AND SELECTION OF INSTRUCTIONAL MATERIALS

3. ~~Reports Required~~

Textbook Review and Selection Report (Form E).

4. ~~Record Retention~~

None

5. ~~Responsible Administrative Unit~~

Educational Resources

6. ~~Approved by Administrator of Division~~

Assistant Superintendent of Educational Resources

State	Description
5 CCR 9505-9530	<u>Instructional materials</u>
Ed. Code 1240	<u>County superintendent of schools; duties</u>
Ed. Code 18111	<u>Exclusion of books by Governing board that are sectarian, partisan, or denominational character</u>
Ed. Code 220	<u>Prohibition of discrimination</u>
Ed. Code 242	<u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u>
Ed. Code 243	<u>Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</u>
Ed. Code 33050-33053	<u>General waiver authority</u>
Ed. Code 33126	<u>School accountability report card</u>
Ed. Code 35272	<u>Education and athletic materials</u>

Adopted:
TUSD Acknowledged:

**EVALUATION AND SELECTION OF
INSTRUCTIONAL MATERIALS**

State	Description
Ed. Code 44805	<u>Teacher enforcement of course of studies; use of textbooks, rules and regulations</u>
Ed. Code 48907	<u>Exercise of free expression; time, place and manner rules and regulations</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 49415	<u>Maximum textbook weight standards</u>
Ed. Code 51204.5	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51501	<u>Nondiscriminatory subject matter</u>
Ed. Code 51511	<u>Religious matters properly included in courses of study</u>
Ed. Code 51933	<u>Sexual health education and HIV prevention materials</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 60000-60005	<u>Instructional materials; legislative intent</u>
Ed. Code 60010	<u>Instructional materials; definition</u>
Ed. Code 60040-60052	<u>Requirements for instructional materials</u>
Ed. Code 60060-60063.5	<u>Requirements for publishers and manufacturers</u>
Ed. Code 60070-60076	<u>Prohibited acts regarding instructional materials</u>
Ed. Code 60110-60115	<u>Instructional materials on alcohol and drug education</u>
Ed. Code 60119	<u>Sufficiency of textbooks and instructional materials; hearing and resolution</u>
Ed. Code 60150	<u>Penalty for insufficiency of textbooks and instructional materials</u>
Ed. Code 60200-60213	<u>Elementary school materials</u>

Adopted:
TUSD Acknowledged:

**EVALUATION AND SELECTION OF
INSTRUCTIONAL MATERIALS**

State	Description
Ed. Code 60226	<u>Requirements for publishers and manufacturers</u>
Ed. Code 60400-60411	<u>Instructional materials; high schools</u>
Ed. Code 60510-60511	<u>Donation or sale of obsolete instructional materials</u>
Ed. Code 60605	<u>State-adopted content and performance standards in core curricular areas</u>
Ed. Code 60605.8	<u>Common Core standards</u>
H&S Code 11032	<u>Narcotics, restricted dangerous drugs, and marijuana; definitions</u>
Management Resources	Description
California Department of Education Publication	<u>Instructional Materials, FAQ</u>
California Department of Education Publication	<u>Standards for Evaluating Instructional Materials for Social Content, 2013</u>
California Department of Education Publication	<u>Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>Association of American Publishers</u>
Website	<u>California Academic Content Standards Commission, Common Core State Standards</u>
Website	<u>Department of Justice</u>
Website	<u>U.S. Department of Education, Office for Civil Rights</u>
Website	<u>California Department of Education</u>
Website	<u>CSBA</u>
Cross References	
Code	Description
0400	<u>Comprehensive Plans</u>

Adopted:
TUSD Acknowledged:

**EVALUATION AND SELECTION OF
INSTRUCTIONAL MATERIALS**

Code	Description
0410	<u>Nondiscrimination In District Programs And Activities</u>
0415	<u>Equity</u>
0440	<u>District Technology Plan</u>
0440	<u>District Technology Plan</u>
0460	<u>Local Control And Accountability Plan</u>
0460	<u>Local Control And Accountability Plan</u>
1220	<u>Citizen Advisory Committees</u>
1220	<u>Citizen Advisory Committees</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2-E(1)	<u>Complaints Concerning Instructional Materials</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>
1312.3-E(2)	<u>Uniform Complaint Procedures</u>
1312.4	<u>Williams Uniform Complaint Procedures</u>
1312.4-E(1)	<u>Williams Uniform Complaint Procedures</u>
1312.4-E(2)	<u>Williams Uniform Complaint Procedures</u>
1325	<u>Advertising And Promotion</u>
1340	<u>Access To District Records</u>
1340	<u>Access To District Records</u>
1700	<u>Relations Between Private Industry And The Schools</u>

Adopted:
TUSD Acknowledged:

**EVALUATION AND SELECTION OF
INSTRUCTIONAL MATERIALS**

Code	Description
3220.1	<u>Lottery Funds</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u>
3290	<u>Gifts, Grants And Bequests</u>
3311	<u>Bids</u>
3311	<u>Bids</u>
4136	<u>Nonschool Employment</u>
4143	<u>Negotiations/ Consultation</u>
4236	<u>Nonschool Employment</u>
4243	<u>Negotiations/ Consultation</u>
4331	<u>Staff Development</u>
4336	<u>Nonschool Employment</u>
5020	<u>Parent Rights And Responsibilities</u>
5020	<u>Parent Rights And Responsibilities</u>
5145.3	<u>Nondiscrimination/ Harassment</u>
5145.3	<u>Nondiscrimination/ Harassment</u>
6000	<u>Concepts And Roles</u>
6011	<u>Academic Standards</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6141	<u>Curriculum Development And Evaluation</u>
6141	<u>Curriculum Development And Evaluation</u>
6142.2	<u>World Language Instruction</u>
6142.2	<u>World Language Instruction</u>
6142.6	<u>Visual And Performing Arts Education</u>

Adopted:

TUSD Acknowledged:

**EVALUATION AND SELECTION OF
INSTRUCTIONAL MATERIALS**

Code	Description
6142.8	<u>Comprehensive Health Education</u>
6142.8	<u>Comprehensive Health Education</u>
6142.91	<u>Reading/Language Arts Instruction</u>
6142.92	<u>Mathematics Instruction</u>
6142.93	<u>Science Instruction</u>
6142.94	<u>History-Social Science Instruction</u>
6143	<u>Courses Of Study</u>
6143	<u>Courses Of Study</u>
6144	<u>Controversial Issues</u>
6146.1	<u>High School Graduation Requirements</u>
6161.11	<u>Supplementary Instructional Materials</u>
6161.2	<u>Damaged Or Lost Instructional Materials</u>
6162.5	<u>Student Assessment</u>
6162.6	<u>Use Of Copyrighted Materials</u>
6162.6	<u>Use Of Copyrighted Materials</u>
6163.1	<u>Library Media Centers</u>
6170.1	<u>Transitional Kindergarten</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
6174	<u>Education For English Learners</u>
6174	<u>Education For English Learners</u>
6190	<u>Evaluation Of The Instructional Program</u>
9000	<u>Role Of The Board</u>
9270	<u>Conflict Of Interest</u>
9270-E(1)	<u>Conflict Of Interest</u>
9322	<u>Agenda/ Meeting Materials</u>

Adopted:

TUSD Acknowledged:

- a. ~~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).~~

- b. ~~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.~~

- c. ~~Develop a timeline that provides:~~

- ~~Y Sufficient time to analyze and review the available instructional materials~~
- ~~Y Publisher presentations if appropriate~~
- ~~Y Selection the top three choices~~
- ~~Y Pilot the top two or three programs to determine the best~~
- ~~Y Establish dates, time and location for public preview~~
- ~~Y Press release to local press (indicating the time and location) for public review and comments~~
- ~~Y Presentation of report for Curriculum Council~~
- ~~Y Presentation of recommendation to the board, including planned staff development.~~

- d. ~~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.~~

- e. ~~Research: Review the research/trends/issues in this subject area. Refer to the state frameworks, state standards, articles from professional publications.~~

- f. ~~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).~~

- g. ~~Determine what materials are available: Check with publishers and other districts to see what is currently being used.~~

- h. ~~Order samples of instructional materials.~~

- i. ~~Training: Provide in service to the committee on the textbook review and analysis.~~

Adopted:

TUSD Acknowledged:

~~process.~~

- ~~j. Goals: Determine the most important goals that the new materials will need to address.~~
- ~~k. Compare instructional materials to goals and select two or three books for further review and piloting.~~
- ~~l. Pilot materials: Use in the classroom and implement lessons with students. Compare/contrast lessons from the top two or three selected materials.~~
- ~~m. Testimonials: Find other schools that are using the materials. Conduct site visitations and preliminary Internet research. Review comments from Textbook Review Committees.~~
- ~~n. Make final selection of materials recommended for adoption.~~
 - ~~o. Send a press release to local newspapers for the dates, times and location where the materials will be displayed for public review.~~
 - ~~p. Parent Review (this needs to be scheduled at least two weeks in advance of the Curriculum Council presentation).~~
 - ~~q. 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.~~
 - ~~r. Prepare a Review and Selection Report: (See Form C-E)~~
- ~~s. 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).~~
- ~~t. Present the final proposal to Superintendent's Cabinet.~~
- ~~u. Present final recommendation, to the Board of Trustees.~~
- ~~v. Present textbook order to the site textbook committee for funding.~~
 - ~~w. 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.~~

Adopted:
TUSD Acknowledged:

A. Procedures

- 1) The Associate Superintendent of Educational Services or the designee authorizes the formation of an instructional materials adoption committee. (Instructional materials are any material or book purchased in quantities to be used as a class set or required reading).**
- 2) The Coordinator of Instructional Media Services and Curriculum prepares the timeline for the instructional materials adoption process.**
 - a) Committee Selection Process: Representatives should be knowledgeable in their fields and represent the various subjects and grade levels 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.**
 - b) Research: Review the research/trends/issues in this subject area. Refer to the state frameworks, state standards, and articles from professional publications. Find other schools that are using the materials, for reference.**
 - c) Determine what materials are available: Check with publishers and other districts to see what is currently being used. Order samples of instructional materials for committee to preview.**
 - d) Training: Provide in-service to the committee on the textbook review and analysis process.**
 - e) Create a District Lens: Determine what it is that students are expected to know and where the currently adopted materials are deficient utilizing the course outline, state standards, frameworks, etc. Determine the most important goals the new materials must address.**
 - f) Compare instructional materials to the district lens and select two or more programs for further review and piloting.**
 - g) Pilot materials: Use in the classroom and implement lessons with students. Compare/contrast lessons from the top selected materials to aid in making the final selection. Materials should be assessed utilizing the district lens as a guideline.**
 - h) Make a final selection of materials recommended for adoption.**
 - i) Send a press release to local newspapers for the dates, times and location where the materials will be displayed for public review.**
 - j) Calculate the cost of materials: Request a quote from the publisher to use for determining which elements of the chosen material to purchase.**

Adopted:

TUSD Acknowledged:

- k) Prepare a presentation including any parent and staff comments for the Curriculum Council to consider in making their recommendation to the board.**
- l) Prepare a report of the recommendation for the board. Presentation should include rationale from committee members and display of books, as well as what professional development will be needed for staff moving forward.**

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~~

Adopted:
TUSD Acknowledged:

Name _____ Signature _____ Date _____

Adopted:
TUSD Acknowledged:

TEMPLATE FOR INSTRUCTIONAL MATERIALS
TOOLKITS

Form E

~~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.~~

Adopted:

TUSD Acknowledged:

**TEMPLATE FOR INSTRUCTIONAL MATERIALS
TOOLKITS**

Toolkits for Instructional Materials Evaluation (TIME) are provided by state educational support agencies for use in the instructional materials adoption process. When a toolkit is not provided, toolkits used previously and stored in the IMC digital files can be adapted for use in any content area, using the state standards and frameworks for that content area.

Any Toolkit for Instructional Materials Evaluation (TIME) should include these forms for the IM Adoption process:

- 1) Develop a District Lens**
- 2) Pre-Screen Programs to Determine Promising Options**
- 3) Paper Screen Process (each includes rubric for scoring)**
 - 1. Foundations Aligned to Standards and Framework**
 - 2. Student Learning**
 - 3. Monitoring Student Progress**
 - 4. Teacher Support**
- 4) Pilot Reports**
- 5) Indications of Support with Evidence**

The IMC Coordinator will prepare the forms for the specific content area, convene the committee, collect the forms from committee members, and provide comprehensive reports of the data for the committee to use in its evaluation and selection process.