Selection & Evaluation of Instructional Materials

Original Adopted Date: 02/20/1990 **|** **Last Revised Date**: 08/04/2026 **|** **Last Reviewed Date**: 08/04/2026

The Board of Education desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, stimulate thought, the exploration of ideas and intellectual exchanges, and enhance instructors' 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. 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 that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE, which includes instructional materials for mathematics and English language arts that are aligned to Common Core State Standards.

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying Board rule.

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.

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.

Sufficiency of Instructional Materials and Public Hearing

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.

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year.

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.

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks and/or other instructional materials that are aligned to the content standards adopted by the SBE and consistent with the content and cycles of the curriculum framework adopted by the SBE in each of the following subjects:

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.

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, the 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.

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.

If the Board determines that there are insufficient textbooks or other instructional materials, the Board shall, by resolution, 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 and/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.

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.

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.

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 Board Rule 1312.4 – Williams Uniform Complaint Procedures, as applicable.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Legal References:

STATE

CALIFORNIA CODE OF REGULATIONS

5 CCR 9505-9530 Instructional materials

EDUCATION CODE

1240 County superintendent of schools; duties

18111 Exclusion of books by Governing board that are sectarian, partisan, or denominational character

220 Prohibition of discrimination

242 Access to information about educational laws and policies regarding right to accurate and inclusive curriculum

243 Prohibition of discrimination; instructional materials

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

44805 Teacher 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 standards

51204.5 Social sciences instruction; contributions 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

60060-60063.5 Requirements for publishers and manufacturers

60070-60076 Prohibited acts regarding instructional materials

60110-60115 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

60200-60213 Elementary school materials

60226 Requirements for publishers and manufacturers

60400-60411 Instructional materials; high schools

60510-60511 Donation or sale of obsolete instructional materials

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

HEALTH & SAFETY CODE

11032 Narcotics, restricted dangerous drugs, and marijuana; definitions

MANAGEMENT RESOURCES

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATION

Instructional Materials, FAQ

Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015

Standards for Evaluating Instructional Materials for Social Content, 2013

WEBSITES

CSBA District and County Office of Education Legal Services https://legalservices.csba.org/#

Association of American Publishers http://www.publishers.org/

California Academic Content Standards Commission, Common Core State Standards http://www.scoe.net/castandards

Department of Justice https://oag.ca.gov/

U.S. Department of Education, Office for Civil Rights http://www2.ed.gov/ocr

California Department of Education http://www.cde.ca.gov/

CSBA http://www.csba.org/

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Revised:	05/03/2005
Revised:	05/01/2007
Revised:	09/02/2008 (technical)
Revised:	09/07/2010
Revised:	05/17/2011
Revised:	06/19/2015 (technical)
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