

## **Instruction**

### **SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

**BP 6161.1**

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect and value society's diversity, 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.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 0415 - Equity)*

*(cf. 0440 - District Technology Plan)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6000 - Concepts and Roles)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6163.1 - Library Media Centers)*

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.

### **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

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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)

*(cf. 9322 - Agenda/Meeting Materials)*

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

*(cf. 6142.92 - Mathematics Instruction)*

2. Science

*(cf. 6142.93 - Science Instruction)*

3. History-social science

*(cf. 6142.94 - History-Social Science Instruction)*

4. English language arts, including the English language development component of an adopted program

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*(cf. 6142.91 - Reading/Language Arts Instruction)*

*(cf. 6174 - Education for English Learners)*

#### 5. World language

*(cf. 6142.2 - World Language Instruction)*

#### 6. Health

*(cf. 6142.8 - Comprehensive Health Education)*

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 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)

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*(cf. 0460 - Local Control and Accountability Plan)*

## **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.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

### *Legal Reference:*

#### EDUCATION CODE

*220 - Prohibition against discrimination*

*1240 - County superintendent, general duties*

*33050-33053 - General waiver authority*

*33126 - School accountability report card*

*35272 - Education and athletic materials*

*44805 - Enforcement of course of studies; use of textbooks, rules and regulations*

*49415 - Maximum textbook weight*

*51501 - Nondiscriminatory subject matter*

*52060-52077 - Local control and accountability plan*

*60000-60005 - Instructional materials, legislative intent*

*60010 - Definitions*

*60040-60052 - Instructional requirements and materials*

*60060-60063.5 - Requirements for publishers and manufacturers*

*60070-60076 - Prohibited acts (re instructional materials)*

*60110-60115 - Instructional materials on alcohol and drug education*

*60119 - Public hearing on sufficiency of materials*

*60200-60210 - Elementary school materials*

*60226 - Requirements for publishers and manufacturers*

*60350-60352 - Core reading program instructional materials*

*60400-60411 - High school textbooks*

*60510-60511 - Donation for sale of obsolete instructional materials*

*60605 - State content standards*

*60605.8 - Common Core State Standards*

*60605.86-60605.88 - Supplemental instructional materials aligned with Common*

*Core State Standards*

#### CODE OF REGULATIONS, TITLE 5

*9505-9530 - Instructional materials*

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#### *Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Instructional Materials FAQ*

*01-05 - Guidelines for Piloting Textbooks and Instructional Materials, rev.*

*January 2015*

*Standards for Evaluating Instructional Materials for Social Content, 2013*

#### WEB SITES

CSBA: <http://www.csba.org>

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

California Academic Content Standards Commission, Common Core State

Standards: <http://www.scoe.net/castandards>

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

#### **Policy**

**Adopted:** September 25, 2014

**Revised:** September 28, 2017; March 25, 2021

#### **PASADENA UNIFIED SCHOOL DISTRICT**

Pasadena, California