

## SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS

### STATEMENT OF POLICY:

The policy of the Board of Trustees of the San Dieguito Union High School District is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal while presenting multiple points of view that meet the needs of the students and teachers of the district. These instructional materials should be selected and evaluated so they will effectively support the adopted courses of study and meet current curricular goals and contemporary needs. The review of instructional materials shall be coordinated with the overall development and evaluation of the district's curriculum, adding newly produced materials as they are developed. Taken as a whole, the district's instructional materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of society, and enhance the use of multiple teaching strategies and technologies providing the opportunity for students to become information users and life-long learners.

#### I. Adoption of Basic Instructional Materials

In accordance with the California Education Code, the procedures here outlined are established for the adoption of basic instructional materials for the San Dieguito Union High School District. Only those materials that support the instructional objectives of the course involved should be considered for adoption.

##### A. District Adoption Calendar

A long range adoption calendar based upon the state adoption cycle and modified to reflect district program priorities and financial support capabilities, shall be developed by the Assistant Superintendent/Instruction.

##### Committees

###### 1. Department Chairpersons

Department chairpersons of each school of the district shall be members of the adoption committees in their subject areas. In areas where there are no department chairpersons, the building principal shall select a representative to the committee.

###### 2. Coordinating Council

The department representative to the Coordinating Council shall serve as the committee chairperson. In areas where there are no representatives, the committee shall elect a chairperson. Coordinating Council must review and approve all adoptions.

###### 3. Parent Curriculum Advisory Committee

Recommendations and evaluation of instructional materials will be presented to the

Parent Advisory Curriculum Committee for review, discussion and approval.

C. Authorization for Instructional Materials Studies

1. Reviews may be made upon the request of community members, teachers, department chairpersons, committees or administrators.
2. Requests for reviews for the subsequent school year shall be made in writing to the Assistant Superintendent/Instruction before April 1 of any school year.
3. Reviews may be authorized from time to time according to the needs as indicated in the following factors.
  - a. Length of use
  - b. Age and condition of books in use
  - c. California Department of Education regulations and adoption cycle
  - d. Curriculum changes requiring new books
  - e. Undesirable or unsatisfactory subject matter as indicated by suggestions and comments of teachers, students, parents, or administrators.
  - f. Availability of new and more appropriate textbooks

D. Evaluation of Materials by Committees

1. Each committee shall meet as often as necessary to review instructional materials submitted and to make recommendations for adoption of textbooks and materials which accompany them.
2. Committee chairpersons shall arrange that teachers who may use the materials have the opportunity to examine all materials submitted for study. At the conclusion of the study committee members shall state their selections on the form provided for this purpose.
3. The recommendations of the majority of committee members for the textbooks to be adopted shall be the recommendations submitted for approval.
4. It is desirable that at least three different basic textbooks or instructional systems be evaluated for each recommendation submitted for approval.
5. Each committee shall develop its own criteria for evaluating the materials submitted. These criteria should include such considerations as:

- a. Relationship to the adopted courses of study and current curricular goals.
- b. Contribution to a comprehensive, balanced curriculum.
- c. Reliable quality of scholarship as evidenced by:
  1. Accurate, up-to-date and well-documented information
  2. Objective presentation of diverse viewpoints
  3. Clear, concise writing and appropriate vocabulary
  4. Thorough treatment of subject
- d. Fair and balanced portrayal of people with regard to race, creed, color, national origin, sex and handicap
- e. Provision of a wide range of materials on all levels of difficulty, with appeal to students of varied interests, abilities and maturity levels
- f. Treatment of controversial issues - treatment of controversial issues shall be in accordance with the district policy and the Education Code.
- g. Inclusion of materials which stimulate discussion of contemporary issues and improve students' thinking and decision-making skills.
- h. Illustrations - illustrations shall challenge and stimulate interest.
- i. State Frameworks and Standards - materials should be consistent with state adopted frameworks and standards in the respective subject areas.

Library books and reference materials do not require committee recommendation or Board approval. The librarian at each school shall select these materials in consultation with the principal, department chairpersons and teachers.

E. Instructional Materials Adoption Committee Prohibitions

1. No school official (Board member or employee) shall accept any emolument, money or other valuable thing, or any inducement to directly or indirectly introduce, recommend, vote for, or otherwise
2. Influence the adoption or purchase of any instructional material. Any school official who violates any of the provisions of this article (Education Code Section 60072) is guilty of a misdemeanor, and in addition to any other penalty, will be removed from his/her official position.

2. Using the prestige or influence of a district Board, instructional materials committee membership, or employee position for private gain or advantage or the private gain or advantage of another is prohibited.
3. Using confidential information acquired by virtue of such membership for the member's or employee's private gain or advantage, or the private gain or advantage of another is prohibited.
4. The acceptance or receipt of any gift, money, gratuity, emolument, meal, beverage, entertainment, favor, or other valuable thing, from any person, firm, or entity which does or is likely to do business with or submit materials or proposals to the district committee of which he or she is a member or to which he or she renders advice is prohibited.

**F. Conflicts of Interest for Instructional Materials Selection Committees**

1. Members of the committees shall not be financially interested in any matter subject to review or approval by the instructional materials selection committee of which they are members. As used in this paragraph, this includes:
  - a. The receipt of payments or other compensation from such person, firm, organization.
  - b. An interest as contributor, author, editor, or consultant of any textbook or other material submitted to the committee of which they are members or to which they render advice.
2. A member shall not be deemed to be interested in a matter within the meaning of this paragraph if he/she has only a remote interest in the matter and if the fact of such interest is disclosed in open meeting to the committee of which he is a member or an advisor and noted in the official minutes. Remote interest means:
  - a. That he/she may be a non-salaried officer of a nonprofit organization.
  - b. That of an editor, consultant, contributor or author of a textbook or other materials which are not under consideration or review by the committee.

**G. Review of the materials by the public**

1. Recommended materials will be put on display for staff, parents and interested community members.
2. Parents, staff and interested community members shall be provided an opportunity to provide feedback.

**H. Report of Instructional Materials Recommendations**

1. The committee chairperson shall submit final written reports on the materials selected. Such reports shall provide justification for each textbook recommended for adoption in terms of student needs and district and/or state educational goals and shall address all concerns brought forth by the public during the review process.
2. The report shall be made to the Assistant Superintendent/Instruction and shall include the following information:

|                           |                |
|---------------------------|----------------|
| Subject                   | Edition        |
| Author                    | Copyright date |
| Title                     | Net price      |
| Publisher or Manufacturer | List price     |
| Grade                     |                |

I. Recommendations for Adoption

1. After all eligible instructional materials have been examined, the Committee shall make its recommendations to the Assistant Superintendent/ Instruction as to the type of adoption.
2. The Assistant Superintendent/Instruction shall take the adoption recommendation to the district Coordinating Council and to the Parent Advisory Committee/District Curriculum for review and approval.

J. Adoption by the Board of Trustees

1. The Assistant Superintendent/Instruction shall recommend a list of approved instructional materials to the Board of Trustees.
2. The Board shall make final decisions concerning district adoption, purchase and disposal of textbooks and educational materials.

II. Use of Supplemental Instructional Resources

This section is intended to cover use of instructional materials used on an occasional basis.

A. Materials selected must be relevant to specific curriculum.

1. Material must address a specific curriculum objective.
2. Material must be reviewed by teacher before use.
3. Appropriate introductory and follow-up activities must be planned and implemented.

B. Film and Video materials selected must be appropriate to the age and ability of students for

whom they are selected.

1. The MPAA (Motion Picture Artists Association) rating system will be considered for all video tapes, and film media shown.

G: Recommended for general audiences

PG: Parental guidance urged because of material possibly unsuitable for children

PG-13: Parents strongly are cautioned to give special guidance for attendance of children under 13

R: Restricted, over 17 admitted only

X-rated films are not appropriate for classroom use.

The decision to use a film or video should be made on the basis of the work's general educational value, rather than on some isolated parts.

- C. Provision must be made for parental notification and consent as specified in this regulation.

MPAA ratings (G, PG, PG-13, R) must be considered when showing anything other than films rated G.

No "R" rated films/videos will be shown in district classrooms unless they have been approved in advance by the appropriate academic committee responsible for that course *and by the Parent Curriculum Advisory Committee.*

The district academic committee (composed of department chairpersons for a specific department from all district sites, i.e., Social Studies Department) will review "R" rated films and submit their recommendation to the Parent Curriculum Advisory Committee. The approval of both committees is necessary prior to any showing. Films selected as appropriate will be identified by name and the specific course where the film may be shown. The district will maintain a current list of approved "R" rated films and videos.

For grades 9 through 12 parents of students must be notified of the following information a minimum of seven (7) calendar days in advance of the showing of the "R" rated film or video: 1) the title of the film or video, 2) the purpose for showing the film or video, 3) the MPAA rating of the film or video, 4) their right to withhold consent for their child to view the film or video. A permission form for parental consent is also to be provided to the parent.

For films other than those rated G to be shown to students in grade 7 and 8, the same procedure shall be followed. If a student does not return the permission slip or if the permission slip withholds consent, the student shall be excused to the library or another classroom to complete an alternate assignment.

A teacher may send home an approval form at the beginning of the year which allows parents, by signing, to give blanket approval to permit their students to observe all films and videos selected by the instructor for that course.

#### Non-rated films

When using a non-rated video or film which may contain material that could be objectionable, instructors shall provide an opportunity for a student to exclude himself/herself from viewing. Under such circumstances, the student shall be excused to the library or another classroom to complete an alternate assignment.

- D. Materials must be used in accordance with the requirements of copyright laws.