

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Criteria for Selection and Adoption of Instructional Materials

In recommending textbooks or other instructional materials for adoption by the Board of Trustees, the Superintendent or designee shall ensure that such materials:

1. Are aligned to any applicable academic content standards adopted by the State Board of Education (SBE) pursuant to Education Code 60605 and/or Common Core Standards adopted pursuant to Education Code 60605.8

(cf. 6011 - Academic Standards)

2. For grades 9 – 12, are provided by publishers who comply with the requirements of Education Code [60040-60048](#), [60060-60062](#) and [60226](#) (Education Code [60400](#))
3. Do not reflect adversely upon persons because of their race, color, creed, national origin, ancestry, sex, disability, or occupation, or contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code [60044](#))
4. To the satisfaction of the Board, be accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels (Education Code [60045](#))
5. With the exception of literature and trade books, use proper grammar and spelling (Education Code [60045](#))
6. 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 [60200](#), [60048](#))
 - 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 the State Board of Education.
 - 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.
7. If the materials are technology-based materials, be both available and comparable to other, equivalent instructional materials (Education Code 60052)
8. Meet the requirements of Education Code [60040-60043](#) for specific subject content
9. Support the District's adopted courses of study and curricular goals

(cf. [6141](#) - Curriculum Development and Evaluation)

(cf. [6143](#) - Courses of Study)

10. Contribute to a comprehensive, balanced curriculum
11. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date and well-documented information
 - b. Objective presentation of diverse viewpoints

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- c. Clear, concise writing and appropriate vocabulary
 - d. Thorough treatment of subject
12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities and developmental levels
 13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
 14. Contribute to the proper articulation of instruction through grade levels
 15. As appropriate have corresponding versions available in languages other than English
 16. Include high-quality teacher's guides
 17. Meet high standards in terms of the quality, durability and appearance of paper, binding, text and graphics
 18. When available from the publishers, include options for lighter weight materials in order to help minimize the damage to students by the combined weight of instructional materials

Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any District employee who is participating in the evaluation of instructional materials and not otherwise designated in the District's conflict of interest code shall sign a disclosure statement indicating that he/she:

1. Shall 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. Is not employed by or receive compensation from any person, firm, organization or any of its subsidiaries or controlling entities submitting instructional materials to the District
3. Does not have and will not negotiate a contractual relationship with the publisher or supplier of instructional materials or any person, firm or organization or any of its subsidiaries or controlling entities submitting instructional materials to the District
4. Does not have an interest as a contributor, author, editor or consultant in any textbook or other instructional material submitted to the District

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