

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 6000*

*Instruction*

*AR 6161.1(1)*

### Selection and Evaluation Of Instructional Materials

#### Review 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 an 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.

#### 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

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)

2. 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.
3. Do not reflect adversely upon persons because of any characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

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- 4 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)
  - 5 With the exception of literature and tradebooks, 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 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
  7. 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:
      - 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 humanities 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
  8. Support the district's adopted courses of study and curricular goals, including the district's local control and accountability plan
  9. Contribute to a comprehensive, balanced curriculum
  10. 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

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11. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
  12. Stimulate discussion of contemporary issues, exploration of ideas, and intellectual exchanges, and improve students' thinking and decision-making skills
  13. As appropriate, have corresponding versions available in languages other than English
  14. Include high-quality teacher's guides
  15. 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
1. In addition to meeting the above criteria as applicable, technology-based materials shall: 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

### 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
3. Do 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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Adopted: 9-17-02

Amended: 11-09, 11-10, 11-11, 11-12, 1-19-21, 12-12-23

### Policy Reference:

#### State

5 CCR 9505-9530

Ed. Code 1240

Ed. Code 18111

#### Description

Instructional materials

[County superintendent of schools; duties](#)

[Exclusion of books by Governing board that are sectarian, partisan, or denominational character](#)

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<i>Series 6000</i>	<i>Instruction</i>	<i>AR 6161.1(4)</i>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>	
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>	
Ed. Code 243	<a href="#">Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</a>	
Ed. Code 33050-33053	<a href="#">General waiver authority</a>	
Ed. Code 33126	<a href="#">School accountability report card</a>	
Ed. Code 35272	<a href="#">Education and athletic materials</a>	
Ed. Code 44805	<a href="#">Teacher enforcement of course of studies; use of textbooks, rules and regulations</a>	
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>	
Ed. Code 48950	<a href="#">Speech and other communication</a>	
Ed. Code 49415	<a href="#">Maximum textbook weight standards</a>	
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>	
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>	
Ed. Code 51511	<a href="#">Religious matters properly included in courses of study</a>	
Ed. Code 51933	<a href="#">Sexual health education and HIV prevention materials</a>	
Ed. Code 52060-52077	<a href="#">Local control and accountability plan</a>	
Ed. Code 60000-60005	<a href="#">Instructional materials; legislative intent</a>	
Ed. Code 60010	<a href="#">Instructional materials; definition</a>	
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>	
Ed. Code 60060-60063.5	<a href="#">Requirements for publishers and manufacturers</a>	
Ed. Code 60070-60076	<a href="#">Prohibited acts regarding instructional materials</a>	
Ed. Code 60110-60115	<a href="#">Instructional materials on alcohol and drug education</a>	
Ed. Code 60119	<a href="#">Sufficiency of textbooks and instructional materials; hearing and resolution</a>	
Ed. Code 60150	<a href="#">Penalty for insufficiency of textbooks and instructional materials</a>	
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>	
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>	
Ed. Code 60400-60411	<a href="#">Instructional materials; high schools</a>	
Ed. Code 60510-60511	<a href="#">Donation or sale of obsolete instructional materials</a>	
Ed. Code 60605	<a href="#">State-adopted content and performance standards in core curricular areas</a>	
Ed. Code 60605.8	<a href="#">Common Core standards</a>	
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions	
<b>Management Resources</b>	<b>Description</b>	
California Department of Education Publication	<a href="#">Instructional Materials, FAQ</a>	
California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>	
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015	
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>	
Website	<a href="#">Association of American Publishers</a>	
Website	<a href="#">California Academic Content Standards Commission, Common Core State Standards</a>	
Website	<a href="#">Department of Justice</a>	
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>	

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Website

[California Department of Education](#)

Website

[CSBA](#)