

# Santa Barbara Unified School District

## Board Policy

### Instruction

BP 6161.1

#### SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance 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 state and district content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

*(cf. 0440 - District Technology Plan)*  
*(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 - Equipment, Books and Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6163.1 - Library Media Centers)*  
*(cf. 9000 - Role of the Board)*

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board.

This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. (Education Code 60002)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

*(cf. 9270 - Conflict of Interest)*

All recommended instructional materials shall be available for public inspection at the district office.

*(cf. 5020 - Parent Rights and Responsibilities)*

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

The Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum

areas of reading/language arts, mathematics, science, and history-social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

### **Public Hearing on Sufficiency of Instructional Materials**

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119; 5 CCR 9531)

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 and in three public places within the district, the Superintendent or designee shall post a notice 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 instructional materials in each of the following subjects which are aligned to the state content standards adopted pursuant to Education Code 60605 and consistent with the content and cycles of the state's curriculum frameworks: (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

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

5. Foreign language

*(cf. 6142.2 - World/Foreign 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.

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format 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. 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. (Education Code 60119)

The Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)

However, the district may purchase the newest adopted instructional materials for students in district schools ranked in deciles 1-3 of the base Academic Performance Index in any one of the past three school years without necessarily purchasing these materials for use in other district schools. (Education Code 1240.3)

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board 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 and/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 take any action, except an action that would require reimbursement by the Commission of State Mandates, 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)

*Legal Reference:*

EDUCATION CODE

220	<i>Prohibition against discrimination</i>
1240	<i>County superintendent, general duties</i>
1240.3	<i>Definition of sufficiency for categorical flexibility</i>
33050-33053	<i>General waiver authority</i>
33126	<i>School accountability report card</i>
35272	<i>Education and athletic materials</i>
42605	<i>Tier 3 categorical flexibility</i>
44805	<i>Enforcement of course of studies; use of textbooks, rules and regulations</i>
49415	<i>Maximum textbook weight</i>
51501	<i>Nondiscriminatory subject matter</i>
60000-60005	<i>Instructional materials, legislative intent</i>
60010	<i>Definitions</i>
60040-60052	<i>Instructional requirements and materials</i>
60060-60062	<i>Requirements for publishers and manufacturers</i>
60070-60076	<i>Prohibited acts (re instructional materials)</i>
60110-60115	<i>Instructional materials on alcohol and drug education</i>

- 60119            *Public hearing on sufficiency of materials*
- 60200-60206   *Elementary school materials*
- 60226           *Requirements for publishers and manufacturers*
- 60240-60252   *State Instructional Materials Fund*
- 60350-60352   *Core reading program instructional materials*
- 60400-60411   *High school textbooks*
- 60420-60424   *Instructional Materials Funding Realignment Program*
- 60510-60511   *Donation for sale of obsolete instructional materials*
- 60605           *State content standards*
- 60605.8        *Common Core Standards*
- 60605.86      *Supplemental instructional materials aligned with Common Core Standards*
- CODE OF REGULATIONS, TITLE 5
- 9505-9535     *Instructional materials, especially:*
- 9531-9532     *Instructional Materials Funding Realignment Program*

*Management Resources:*

CSBA PUBLICATIONS

*Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams,*

*Budget Advisory, March 2009*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001*

*Standards for Evaluating Instructional Materials for Social Content, 2000*

WEB SITES

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

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

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

SANTA BARBARA UNIFIED SCHOOL DISTRICT

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