

# **Sacramento City USD**

## **Administrative Regulation**

### **Selection And Evaluation Of Instructional Materials**

AR 6161.1  
**Instruction**

#### Instructional Materials Funding Realignment Program

The district shall use state funds received under the Instructional Materials Funding Realignment Program to ensure that each student is provided with standards-aligned textbooks or instructional materials in the core curriculum areas of reading/language arts, mathematics, science and history/social science. (Education Code 60422)

Instructional materials for grades K-8 shall be selected from the list of standards-aligned materials adopted by the State Board of Education (SBE). Standards-aligned materials in each core curriculum area shall be provided to each student at the beginning of the first school term that commences no later than 24 months after those materials are adopted by the SBE. (Education Code 60422)

(cf. 6011 - Academic Standards)

Purchase of instructional materials for grades 9-12 should be preceded by receipt and review of the standards map provided by the publishers.

For all grade levels, first priority shall be to provide reading/language arts and mathematics materials aligned to adopted standards, and second priority shall be to provide standards-aligned history/social science and science materials. (5 CCR 9531)

When the Governing Board has certified that all students have been provided with standards-aligned instructional materials in the core curriculum areas, the district may use any remaining program funds for the purposes specified in Education Code 60242. (Education Code 60119, 60422)

#### Criteria for Selection and Adoption of Instructional Materials

Instructional materials adopted by the Board shall:

1. For basic instructional materials in grades K-8, be selected from among the list of materials approved by the SBE in accordance with law (Education Code 60200)

(cf. 1431 - Waivers)

2. For instructional materials in high schools, be provided by publishers who comply with

the requirements of Education Code 60040-60048, 60060-60062 and 60226 (Education Code 60400)

3. 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. Not provide any exposure 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 a necessary educational purpose as defined in guidelines or frameworks adopted by the 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
8. Support the district's adopted courses of study and curricular goals  
  
(cf. 6010 - Goals and Objectives)  
(cf. 6141 - Curriculum Development and Evaluation)  
(cf. 6143 - Courses of Study)
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
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. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
13. Contribute to the proper articulation of instruction through grade levels
14. Have corresponding versions available in languages other than English as appropriate
15. Include high-quality teacher's guides
16. Meet high publishing standards in terms of the quality, durability and appearance of paper, binding, text and graphics
17. Pursuant to standards adopted by the SBE, conform with textbook weight standards

#### Instructional Materials Evaluation Committee

The Superintendent or designee may establish an instructional materials evaluation committee to evaluate and recommend instructional materials for Board approval. This committee shall consist of a majority of teachers and may also include administrators, other staff who have subject-matter expertise, parents, community members and students, as appropriate. Committee membership should also include staff and community members representing our special student populations.

A panel of district and SCTA members will screen applicants for membership for the following criteria, where applicable: a) content expertise, b) teaching experience, c) representative of the needs of our student population, and d) representative of the SCUSD community.

Whenever possible, selection and evaluation committees should consider at least three different textbooks before recommending one for adoption.

(cf. 1220 - Citizen Advisory Committees)

The committee shall review instructional materials using criteria provided above and in law. Recommendations for the adoption and/or withdrawal of instructional materials by the instructional material evaluation committees shall be presented to the Board by the Superintendent or designee and shall include documentation supporting the recommendation. All recommended materials shall be displayed and available for public inspection at a central district location.

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

(cf. 6163.1 - Library Media Centers)

Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, a person participating in the evaluation of instructional materials shall not:

1. 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)

(cf. 3315 - Relations with Vendors)  
(cf. 9270 - Conflict of Interest)

2. Be 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. Have or negotiate a contractual relationship with any person, firm or organization or any of its subsidiaries or controlling entities submitting instructional materials to the district
4. Have an interest as a contributor, author, editor or consultant in any textbook or other instructional material submitted to the district

An individual formerly employed as a consultant on textbooks or other materials shall not be deemed to be financially interested in the selection or evaluation of instructional materials provided he/she:

1. Has not had a contractual relationship or received compensation for such consulting service in the preceding two years
2. Retains no rights to compensation accruing while selecting or evaluating materials for the district

An individual shall not be disqualified from participating in the evaluation or selection of instructional materials if he/she has only a "remote interest." As used in this regulation, "remote interest" means:

1. That of a non-salaried officer of a nonprofit organization
2. That of an employee or agent of a public entity or institution of higher education, provided the entity or institution has 10 or more other employees or agents and the individual has been an employee or agent thereof for at least three years
3. That of an editor, consultant, contributor or author of a textbook or other materials which are not being considered or reviewed, provided that such service was performed before evaluating or selecting instructional materials for the district and the individual retains no rights

to compensation accruing while he/she serves in this capacity

Any remote interest must be disclosed to members of the evaluation committee, Superintendent or designee and communicated to the Board.

Regulation      SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
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