

Administrative Regulation

Instructional Materials (Basic and Supplementary), Selection and Adoption of

A. Basic Materials

Basic materials shall be defined as those which include any book and/or instructional system adopted by the Board of Education for use by students as the primary or major source of instruction during an entire course. Basic instructional material shall relate directly to the organization, content, and objectives of a course.

1. All basic materials require board adoption.
2. Basic instructional materials, K-12, shall be adopted according to the State adoption schedule.

B. Supplementary Materials

A supplementary text may not be used as basic instructional material. Supplementary materials shall be defined as those intended to service one or more of the following instructional purposes:

1. To provide additional coverage and/or reinforcement in a class in order to meet course objectives
2. To provide additional resources to meet individual maturity, ability and age level of pupils
3. To provide resources to meet the diverse educational needs of pupils
4. To provide students with resource options in the preparation of class assignments

C. Rationale for Selection and Adoption of New Basic Instructional Material

1. To consider new instructional material that appears on the state matrix, K-8
2. To replace previously adopted basic instructional material that is obsolete or inadequate
3. To provide instructional material for a new course

D. Procedural Responsibilities (Basic)

1. The departments of K-6 and 7-12 Instruction shall have the responsibility for:
 - a. Administration of procedures for the study, selection, and adoption of all basic instructional materials
 - b. The appointment, organization, and implementation of district-wide evaluation committees
 - c. Organization of the orientation meetings for instructional materials evaluation committees which will include dissemination and discussion of Education Code Sections 60040-60047
 - d. Collection of final evaluations by appointed evaluation committee members
 - e. Preparation of the agenda item, listing recommended instructional materials for Board of Education approval
2. Committees to evaluate instructional material shall be appointed by the departments of K-6 and 7-12 Instruction. The committees shall be comprised of administrators and teachers in appropriate levels and disciplines, as well as representatives of K-6 and/or 7-12 Instruction. In certain cases, i.e., family life, parents may be involved.
 - a. K-8
 - (1) Committees shall be formed as needed and shall be responsible for making a comprehensive survey of instructional materials in accordance with the state adoption cycle.
 - (2) The evaluation committees shall select a district prescribed number of recommended instructional materials for district Board approval.
 - b. 9-12
 - (1) Separate evaluation committees shall be appointed for each subject area being evaluated during the current year.

(2) Each committee shall be responsible for making a comprehensive survey of all instructional material provided for evaluation and making recommendations for adoption.

3. Each principal shall be responsible for the conduct of all policies, regulations, and procedures as they pertain to instructional material acquisitions by the school.

E. Schedule for Adoption of K-6, 7-8 Basic Instructional Material

K-6/7-8 schools shall have the opportunity to recommend for adoption state approved instructional material in all subject areas pursuant to the state adoption cycle.

November Publishers will be contacted to request that samples be available for committee review.

January Instructional material evaluation committees shall be appointed in subject areas where major adoptions are scheduled for the current year, and an orientation meeting shall determine subsequent meeting dates and appoint its own chairperson.

February Evaluation of instructional materials and prepared recommendations shall be completed by February 15.

March Basic instructional materials recommended for use in the following year shall be presented for Board approval in March.

April Adopted materials approved by the Board shall be ordered in April for use the following school year.

F. Schedule for Adoption of 9-12 Basic Instructional Material

9-12 schools shall have the opportunity to recommend for adoption basic instructional material in all subject areas on a seven-year cycle pursuant to adoption schedules.

September Publishers will be contacted to request that samples be available for committee review.

- December Instructional material evaluation committees will be appointed in subject areas where major adoptions are scheduled for the current year. In a committee meeting, a chairperson will be selected and meeting dates established.
- February Evaluation of instructional materials and prepared recommendations shall be completed by February 15. No more than one selection may be recommended for each course title.
- March Basic instructional materials recommended for use in the following year shall be presented for Board approval in March.

G. Selection of Supplementary Instructional Material

The departments of K-6 and 7-12 Instruction shall be responsible for administering the selection of all supplementary instructional materials.

1. Requisitions for six or more copies of 7-12 supplementary instructional materials not listed in the state catalogs or on the district Current Approved Instructional Material list shall be accompanied by an approval request form (9808.58*) signed by the teacher and/or department chairperson and approved by the principal. A copy of the approval request form shall be submitted to the director of 7-12 instruction for review and signature.
2. Requisitions for fewer than six copies of supplementary instructional material not listed in the district Current Approved Instructional Material list shall be signed by the teacher and/or department chairperson and approved by the principal.

H. Other Provisions, Basic and Supplementary

1. Instructional material selected for use will conform to Board Policy 6150 and Administrative Regulation 6150.1 relating to controversial issues, and Administrative Regulation 6150.2 relating to procedures for handling complaints.
2. Instructional materials selected for basic supplementary use shall conform to Education Code 60040-60047.
3. Nothing in the definition, procedures, or guidelines for selection shall be construed to authorize use of basic, supplementary, or other instructional materials which have been specifically disapproved by the Board of Education for use in this district.

I. Restricted Materials

1. Some instructional materials, such as those approved by the Board for use in the family life section of health education, may be restricted for use in certain subject areas. Such material may be used only by the teachers instructing in these subject areas and only when approved by the school principal.
2. Restricted instructional material, either written or audio-visual in nature, will be selected in the following manner:
 - a. An evaluation of restricted materials used in the district will be completed annually under the administration of the director of 7-12 Instruction.
 - b. New or additional materials of a written or audio-visual nature will be recommended for purchase to the Board.
 - c. Only those restricted instructional materials approved by the Board may be purchased.
 - d. Such restricted instructional materials shall be restricted to specific courses, and principals and teachers will be so notified through the department of 7-12 Instruction.

J. Parental/Guardian Inspection of Instructional Materials

1. A parent/guardian may, upon request, inspect any instructional materials used as part of the educational curriculum for the student.
2. Within five days of receiving a request, the principal or designee shall permit a parent/guardian to view the instruction materials subject to the request during normal business hours.
3. Parent complaints regarding instructional materials shall be administered as prescribed by Administrative Regulation 6150.2.

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Ref: EC Sections 60000-60003, 60010-60028, 60040-60047, 60070-60076,
60090, 60200-60205, 60260-60265, 60400-60404, 60413

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SUPPLEMENTAL INSTRUCTIONAL MATERIALS APPROVAL FORM

**Requests for new supplemental instructional materials must be submitted for approval to the Office of PK-6 or 7-12 Instruction by April 1st.*

Submitted By: _____ **Date:** _____

School(s): _____ **Department:** _____

Grade Levels: PK-6 _____ 7-8 _____ 9-12 _____ **Course Code:** _____

Title of Material: _____

Author: _____ **Edition:** _____

Publisher: _____ **Date of Publication:** _____

ISBN #: _____

Course(s)/Content Area in which material will be used: _____ **Grade Level(s):** _____

What is the cost per unit? _____ **Estimated # of students:** _____

Estimated total cost: _____ **Will it be purchased annually?** _____

Explain the ways in which the instructional material is aligned with grade level standards.

Reviewed By:

Department or Grade Level Chair(s): _____ **Date:** _____

Site Principal(s): _____ **Date:** _____

Approval:

Director of PK-6 or 7-12 Instruction: _____ **Date:** _____

Approved

Not Approved