

**Instruction****AR 6161.1(a)****SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS****Selection and Evaluation of Instructional Materials**

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

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(*cf. 1220 - Citizen Advisory Committees*)

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The committee shall review materials using criteria provided below and in law, and shall provide the Board with documentation supporting its recommendations. Whenever possible, the committee shall consider at least three different textbooks before recommending one for adoption.

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

(*cf. 6163.1 - Library Media Centers*)  
(*cf. 6161.11 - Supplementary Instructional Materials*)

**Criteria for Adoption**

Instructional materials adopted by the Board shall:

1. For basic instructional materials in grades kindergarten through 8, be selected from among the list of materials approved by the State Board of Education in accordance with law (Education Code 60200)

Non-state-adopted materials maybe purchased within percentages established by the State Board of Education or in cases where the Board establishes that state-adopted materials do not promote the maximum efficiency of student learning in the district. (Education Code 60142)

2. Be aligned with content standards adopted by the State Board of Education in 1997 or 1998 for the core curriculum (Education Code 60451)

Instructional materials for grades kindergarten through 8 shall be selected from the list of materials

adopted by the State Board of Education using criteria aligned to the content standards. Instructional materials for grades 9 through 12 are basic instructional materials as defined in Education Code 60010 and shall be reviewed and approved, through a resolution adopted by the Board, as being aligned with the content standards. (Education Code 60451)

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3. Not reflect adversely upon persons because of their race, color, creed, national origin, ancestry, gender, disability, or occupation, or that 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 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. Meet the requirements of Education Code 60040-60043 for specific subject content
8. Support the district's adopted courses of study and current curricular goals

*(cf. 6010 - Goals and Objectives)*  
*(cf. 6011 - Academic Standards)*  
*(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

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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. 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

**Incompatible Activities**

To ensure integrity and impartiality in the selection and evaluation of instructional materials, no Board member or staff member shall:

1. Accept any emolument, money or other valuable thing, or an 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. Accept any gift, favor entertainment or item of value from any person or entity that submits or is likely to submit instructional materials or related proposals to the district.

*(cf. 3315 - Relations with Vendors)*

**Conflict of Interest:**

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Any person participating in the evaluation, recommendation or approval of instructional materials shall not:

1. Be employed by any person, firm or organization submitting instructional material to the district
2. Have or negotiate a contractual relationship with any such person, firm or organization

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3. Receive any compensation from any such person, firm or organization or any of its subsidiaries or controlling entities
4. Have an interest as a contributor, author, editor or consultant in any textbook or other instructional material submitted to the district
5. Discuss any instructional material or related proposal which has been or is likely to be submitted to the district with the person, entity or representative submitting it, except in a meeting scheduled and authorized by the Board or by the committee studying instructional materials
6. Attend workshops, seminars or social events sponsored by publishers, producers or vendors of instructional materials

*(cf. 9270 - Conflict of Interest)*

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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;

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

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

1. That of a nonsalaried 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 selecting or evaluating instructional materials for the district and the individual retains no rights to compensation accruing while he/she serves in this capacity

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Any remote interest must be disclosed to the Superintendent or designee and communicated to the Board. Individuals who disclose a "remote interest" shall abstain from discussing, evaluating or voting on the related material.

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Regulation  
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Regulation  
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**CULVER CITY UNIFIED SCHOOL DISTRICT**  
Culver City, California