



Instruction

Selection and Evaluation of Instructional Materials

General Criteria for Selection and Evaluation

1. Relationship to the adopted courses of study and current curricular goals.
2. Contribution to a comprehensive, balanced curriculum.
3. 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:
4. Fair and balanced portrayal of people with regard to race, creed, color, national origin, sex and handicap.
5. Provision of wide range of materials on all levels of difficulty with appeal to students of varied interest, abilities and maturity levels.
6. Inclusion of materials, that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills.
7. Contribution to the proper articulation of instruction through grade levels.
8. Quality and durability of paper, binding, etc.
9. Availability of corresponding versions in languages other than English.
10. Availability and quality of corresponding teacher's guides.

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



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

Incompatible Activities

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

1. Accept any emolument, money or other valuable things or any 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 accepted from this prohibition. (Education Code 60074)

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.

Conflict of Interest

All district employees at any level and persons from the community who participate in the evaluation and selection of textbooks/instructional materials must make fair, unbiased and objective decisions. To ensure that textbooks/instructional materials are selected entirely on their merits and appropriateness, a Conflict of Interest Disclosure form must be completed and signed by all persons involved in the process.