

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

General Criteria for Selection and Evaluation

Selection and evaluation committees shall assess the educational suitability of instructional materials according to the following criteria:

1. Relationship to the adopted standards, 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, gender and disability
5. Provision a wide range of materials on all levels of difficulty, with appeal to students of varied interests, abilities and maturity levels
6. Inclusion of materials which 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 and supplemental materials, including technological materials

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 of Education approval. The librarian or library consultant at each school shall select these materials in consultation with the principal, department chairpersons and teachers.

(cf. 6163.1 - Library Media Centers)

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 thing, 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 excepted 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

(cf. 3315 - Relations with Vendors)

Conflict of Interest

Evaluation committee members 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
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

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Individuals formerly employed as consultants on textbooks or other materials shall not be deemed to be financially interested in the selection or evaluation of instructional materials provided they:

1. Have not had a contractual relationship or received compensation for such consultant service for two years before serving on the committee, and
2. Retain no rights to compensation accruing while they serve on the committee

Individuals shall not be disqualified from serving on committees if they have 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 before serving on the committee
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 serving on the committee and the individual retains no rights to compensation accruing while he or she serves on the committee

Any remote interest must be disclosed in a meeting of the committee. Such disclosures shall be recorded in the committee's minutes and communicated to the Board. Individuals who disclose a "remote interest" shall abstain from discussing, evaluating or voting on the related material.