

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**Instruction****SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS****Review Process**

The County Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation for adoption for use. Toward that end, County Superintendent or designee may establish an instructional materials review committee to evaluate and recommend instructional materials.

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

If the County Superintendent chooses to use instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the County Superintendent or designee shall ensure that a majority of the participants in the County Superintendent's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

All recommended instructional materials shall be available for public inspection at the County Superintendent's office.

When possible, the County Superintendent may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the County Superintendent's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the County Superintendent before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending textbooks or other instructional materials for adoption by the County Superintendent and County Board, the County Superintendent or designee shall ensure that such materials:

1. Are aligned to the content standards adopted by the SBE and consistent with the content and cycles of the curriculum framework adopted by the SBE.

For grades K-8, only instructional materials on the list of materials adopted by the SBE and/or other materials that have not been adopted by the SBE but are aligned with the state academic content standards and/or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to

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determine the extent to which the materials are aligned to state academic content standards.

2. Do not reflect adversely upon persons because of any characteristic specified in law and County Superintendent and County Board Policy 0410 – Nondiscrimination in County Superintendent and County Board Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law. (Education Code 51501, 60044)
3. To the satisfaction of the County Superintendent and County Board, are accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels. (Education Code 60045)
4. With the exception of literature and trade books, use proper grammar and spelling. (Education Code 60045)
5. Do not expose students to a commercial brand name, product, or corporate or company logo unless the County Superintendent and County Board make a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
 - 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 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.
6. Meet the requirements of Education Code 60040-60043 for specific subject content.
 - a. Accurately portraying society's cultural and racial diversity, including:
 - i. The contributions of all genders in all types of roles, including professional, vocational, and executive roles
 - ii. The role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic groups to the total development of California and the United States
 - iii. The role and contributions of the entrepreneur and labor in the total development of California and the United States
 - b. Accurately portraying humanities place in ecological systems and the necessity for the protection of the environment
 - c. Accurately portraying the effects on the human system of the use of tobacco, alcohol, and narcotics, and restricted dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances

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- d. Encouraging thrift, fire prevention, and the humane treatment of animals and people
- e. Requiring, when appropriate to the comprehension of students, that textbooks for social science, history, or civics classes contain the Declaration of Independence and the United States Constitution
- 7. Support the County Superintendent/County Board adopted courses of study and curricular goals.
- 8. Contribute to a comprehensive, balanced curriculum.
- 9. 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 matter.
- 10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels.
- 11. Stimulate discussion of contemporary issues and improve students' thinking and decision-making skills.
- 12. As appropriate, have corresponding versions available in languages other than English.
- 13. Include high-quality teacher's guides.
- 14. When available, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials.

In addition to meeting the above criteria as applicable, technology-based materials shall:

- 1. Be both available and comparable to other, equivalent instructional materials. (Education Code 60052)
- 2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners.
- 3. Protect the privacy of student data.

Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any County Superintendent employee who is participating in the evaluation of instructional materials

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and not otherwise designated in the County Superintendent's conflict of interest code shall sign a disclosure statement indicating that the employee:

1. Shall not 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)

2. Is not employed by nor receives compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it.
3. Does not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the County Superintendent/County Board.

Adopted: 10/20/2011

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