

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Monterey County Board of Education (County Board) desires that instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect the diversity of our society, and enhance the use of multiple teaching strategies and technologies. The County Board shall adopt instructional materials for the core curriculum areas of reading/language arts, mathematics, science, and history-social science, based on a determination that such materials are aligned with the state content standards, meet other criteria specified in law, and are an effective learning resource to help students achieve grade-level competency.

- (cf. 6000 – Concepts and Roles)
- (cf. 9000 – Role of the Board)

To ensure that instructional materials effectively support the County Board's adopted courses of study, the selection of textbooks, technology-based materials, other educational materials, and tests shall be aligned with the development and evaluation of the Monterey County Office of Education (MCOE) curriculum and standards.

- (cf. 0440 – MCOE Technology Plan)
- (cf. 6011 – Academic Standards)
- (cf. 6141 – Curriculum Development and Evaluation)
- (cf. 6143 – Courses of Study)
- (cf. 6146.1 – High School Graduation Requirements)
- (cf. 6161 – Equipment, Books and Materials)
- (cf. 6161.11 – Supplementary Instructional Materials)
- (cf. 6162.5 – Student Assessment)
- (cf. 6163.1 – Library Media Centers)

The Monterey County Superintendent of Schools (County Superintendent) or designee is requested to establish a process by which instructional materials shall be reviewed for recommendation to the County Board.

This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. [Education Code (E.C.) 60002]

All recommended instructional materials shall be available for public inspection in the administrative office of the affected MCOE department(s) for a minimum of thirty (30) days.

- (cf. 5020 – Parent Rights and Responsibilities)

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Individuals who participate in selecting and evaluating instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 – Conflict of Interest)

Complaints concerning instructional materials shall be handled in accordance with law, MCOE policy, and administrative regulation.

(cf. 1312.2 – Complaints Concerning Instructional Materials)

(cf. 1312.4 – Williams Uniform Complaint Procedures)

The County Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.

MCOE's staff may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the MCOE curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the County Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

The County Board shall annually conduct one or more public hearings on the sufficiency of the MCOE instructional materials. [E.C. 60119]

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. [E.C. 60119]

The County Superintendent should encourage participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. The County Superintendent or designee shall post, 10 days prior to the hearing and in three public places within the County, a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. [E.C. 60119]

(cf. 9322 – Agenda/Meeting Materials)

(continued)

At the hearing(s), the County Board shall determine, through a resolution, whether each student in each school has sufficient textbooks and/or instructional materials that are aligned to the state content standards adopted pursuant to Education Code 60605 in each of the following subjects: [E.C. 60119]

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program

The County Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks. The County Board shall determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. [E.C. 60119]

If the County Board determines that there are insufficient textbooks and/or instructional materials, the County Board shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The County Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. [E.C. 60119]

Legal Reference:

EDUCATION CODE

1040	<i>Authority of County Boards of Education</i>
1080	<i>Authority of County Boards of Education-Community Schools</i>
4865.2	<i>Authority of County Boards of Education-Juvenile Court Schools</i>
52310.5	<i>Authority of County Boards of Education-Regional Occupation Centers and Programs</i>
1240	<i>County Superintendent, general duties</i>
33050-33053	<i>General waiver authority</i>
33126	<i>School accountability report card</i>
35272	<i>Education and athletic materials</i>
44805	<i>Enforcement of course of studies; use of textbooks, rules and regulations</i>
49415	<i>Maximum textbook weight</i>
51501	<i>Subject matter reflecting on race, color, etc.</i>
60000-60005	<i>Instructional materials, legislative intent</i>
60010	<i>Definitions</i>
60040-60052	<i>Instructional requirements and materials</i>
60060-60062	<i>Requirements for publishers and manufacturers</i>
60070-60076	<i>Prohibited acts (re-instructional materials)</i>

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BP 6161.1

(continued)

60110-60115 *Instructional materials on alcohol and drug education*
60119 *Public hearing on sufficiency of materials*
60200-60206 *Elementary school materials*
60226 *Requirements for publishers and manufactures*
60240-60252 *State Instructional Materials Fund*
60400-60411 *High school textbooks*
60510-60511 *Donation for sale of obsolete instructional materials*
60605 *State content standards*

CODE OF REGULATIONS, TITLE 5

9505-9530 *Instructional materials*

Adopted: 01/23/13

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