

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Board of Trustees believes that instructional materials should be selected and evaluated with great care to effectively support the adopted courses of study and be aligned with the development and evaluation of the District's curriculum and standards. Taken as a whole, District instructional materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, enhance the use of multiple teaching strategies and technologies, and comply with current legal requirements.

The 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.

Adoption of Curriculum

The District 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 District's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

The instructional materials adopted by the Board of Trustees should be suited to the needs and comprehension of students at their respective grade levels.

The Superintendent or designee shall establish a process by which new instructional materials may be requested and subsequently evaluated, together with existing materials. Teachers, students, parents/guardians, and community members shall have the opportunity to recommend instructional materials.

The Superintendent or designee shall establish instructional material evaluation committees. These committees may include teachers, administrators, and other staff members who have subject-matter expertise, as well as parents/guardians and/or community members broadly representative of the District's ethnic and socio-economic composition. Staff members who participate in selecting and/or evaluating instructional materials shall be those most competent for the task based on their professional training, experience and assignments. The instructional materials evaluation committee will recommend materials to the Board for adoption.

Public Hearing on Sufficiency of Instructional Materials

In accordance with Education Code section 60119, prior to the eighth week from the first day students attend school annually, the Board shall conduct one or more public hearings on the sufficiency of the District's instructional materials. At these hearings, the 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.

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

If the Board determines that there are insufficient textbooks and/or instructional materials, the 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 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.

The 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 Board shall determine the availability of science laboratory equipment for grades 9-12.

Legal Reference:

EDUCATION CODE

1720-1723 Preparation of courses of study

35272 Education and athletic materials

44805 Enforcement of course of studies; use of textbooks, rules and regulations

51501 Subject matter reflecting on race, color, etc.

60010-60028 Definitions

60040-60047 Instructional requirements and

materials 60070-60076 Prohibited acts (re

instructional materials) 60110-60111 Instructional

materials on drug education] 60200-60206

Elementary school materials

60260-60264 Local ordering

procedures 60400-60414 High school

textbooks

GOVERNMENT CODE

54950-54963 Meetings

Policy

adopted: February 8, 1999

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CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California