

INSTRUCTION

Instructional Materials System

Establishment of Instructional Materials System

The Superintendent shall establish a comprehensive District instructional materials system for each subject. The designated system shall be used as a guide by all District personnel in selecting:

1. Textbook and Basic Instructional Materials
2. Supplementary Instructional Materials
3. District Centralized Materials
4. Library Materials

A list of materials in the system shall be maintained for public review at the District Office.

The District Instructional Materials System may be modified to meet the special needs or objectives of each school population.

Miscellaneous materials used on an occasional basis are not to be included as a part of the Instructional Materials System.

Selection of Materials in the Instructional Materials System

The Superintendent shall establish specific criteria for the selection of materials to be a part of the system. Division 8, Instructional Materials of the California Education Code, shall be followed in the administration of this policy. Care should be taken to assure that unbiased materials are selected. Materials shall portray the contributions of men and women in varied types of roles; the role and contributions of members of ethnic groups to California and the United States, and the role and contributions of labor and entrepreneurs.

Parents, teachers, and administrators shall be involved in the selection of materials to be included in the comprehensive Instructional Materials System.

Controversial Materials

The Superintendent shall establish a system for the critical review of controversial materials that have been selected as a part of the Instructional Materials System. Controversial materials are defined as those materials which, when introduced, arouse strong personal opinion and reaction among individuals or groups holding opposing views.

Instruction

1. The selection and use of controversial materials (religion, race, sex, education, etc.) must conform to the provisions of the Education Code.
2. Materials shall not be excluded on the basis of partisan or doctrinal disposal alone, but should be measured against established District selection criteria.
3. Materials will be judged after considering the age and maturity of the user and the degree of conformity to the established criteria.
4. Requests for critical review or exclusion of materials from school use may be made by utilizing the Request for Review of Instructional Materials form, available in all schools.

Removal of Obsolete Materials

The Instructional Materials System shall be reviewed annually to identify obsolete materials that should be removed. Obsolete materials are defined as materials that: (a) have been damaged to an extent to make continued use undesirable, (b) include significant out-of-date content or are not up-to-date in content coverage, and (c) do not adequately relate to current District objectives or procedures.

Materials determined to be obsolete may be designated as a miscellaneous material and assigned to schools for occasional use. Selected pictures and stories may be removed from such materials to modify them for instructional purposes.

Obsolete materials may be donated to any public school district, public library, or other public agency. They may also be donated to children or adults in California or to nonprofit, charitable organizations.

Obsolete materials may be sold for a nominal price to organizations which agree to use materials for educational purposes. Obsolete materials not donated or sold to others may be sold for scrap or destroyed. Money received from the sale of instructional materials shall be used by the Department of Instructional Services to purchase new materials.

Prohibitions

No school official shall require any pupil to purchase any instructional material as defined in Education Code 9221 for the pupil's use in the schools.

Policy

Adopted: September 23, 1976

Revised Policy

Adopted: July 28, 1983