

Administrative Regulation

INSTRUCTION

Instructional Materials System

Part I--CRITERIA FOR THE SELECTION OF MATERIALS

Instructional materials and library materials for student use in the Berryessa Union School District shall include only those print and non-print materials which are evaluated and selected in accordance with the following District criteria:

- (1) Informational materials shall be factually accurate, authoritative, and up-to-date.
- (2) The format, vocabulary, and concepts are appropriate for the intended purpose and level.
- (3) The material is relevant to subject, and to student, community, and curriculum needs.
- (4) The material covers issues fairly and objectively where differences of opinion may exist.
- (5) The material has motivational appeal and will stimulate further interest of the reader.
- (6) The principles of the American Library Association, as stated in the "School Library Bill of Rights," are as follows:
 - (a) To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
 - (b) To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
 - (c) To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
 - (d) To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
 - (e) To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- (7) As provided in Education Code 9240, materials shall accurately portray the cultural and racial diversity of our society, including:
 - (a) The contributions of both men and women in all types of roles, including professional, vocational, and executive roles.

- (b) The role and contributions of American Indians, American Negroes, Mexican Americans, Asian Americans, European Americans, and members of other ethnic and cultural groups to the total development of California and the United States.
 - (c) The role and contributions of entrepreneur and labor in the total development of California and the United States.
- (8) As provided in Education Code 9243, materials shall not contain:
- (a) Any matter reflecting adversely upon persons because of their race, color, creed, national origin, ancestry, sex, or occupation.
 - (b) Any sectarian or denominational doctrine or propaganda contrary to law.
- (9) As provided in Education Code, materials shall accurately portray:
- (a) Man's place in ecological systems and the necessity for the protection of our environment.
 - (b) The effects on the human system of the use of tobacco, alcohol, narcotics and restricted dangerous drugs as defined in Section 11901 of the Health and Safety Code, and other dangerous substances.
 - (c) The humane treatment of animals and people.
 - (d) The importance of fire prevention and theft.

Part II--PROCEDURES FOR THE SELECTION OF TEXTBOOKS AND BASIC INSTRUCTIONAL MATERIALS

A textbook or basic instructional material is defined as a volume or series of materials intended for use by pupils and meeting in style, organization and content, the basic requirements of the course for which it is intended at a given level. Procedures for selection are as follows:

- (1) Coordination of the review, evaluation and selection of instructional materials from State-adopted materials matrices shall be the responsibility of the Coordinator of Instructional Material Services. Administrators, teachers, and parents will be involved in the selection of State-adopted instructional materials for District use.
- (2) District priorities may be established by the Curriculum Task Group for the selection and recommendation for District adoption of State-adopted instructional materials in one or more subject areas each year. The priority subject area (or areas) will be established to coincide with the major instructional materials adoption by the State on their adoption cycle at the end of the previous year. The Curriculum Task Group may make the decision to forego the adoption of materials in any year.
- (3) After establishment of a priority subject area or areas for recommending materials for District adoption, a representative committee may be formed to review and select materials in that subject area and to make recommendations to the Curriculum Task Force to be completed by May 15 of the school year.

- (4) Lists of State-adopted materials recommended for District use by representative selection committees will be submitted to the Superintendent for approval by June 1. The lists of approved materials will be made available to all schools. In subject areas where such District recommendations have been made, State instructional materials credit may only be utilized for ordering the District-recommended, State-adopted instructional materials.
- (5) In subject areas in which no review of State-adopted materials has been indicated, schools will evaluate and select State-adopted basic instructional materials using District and Education Code criteria for selection.
- (6) The District will use the State instructional materials credit to purchase adopted textbooks.
 - (a) To order materials which are District-adopted in subject areas where a District review and adoption has taken place.
 - (b) To order any State-adopted materials in subject areas where District review and adoption has not occurred.
 - (c) To order qualitatively different basic instructional materials for which a waiver of State and District requirements has been approved.
- (7) Requests for waiver of requirements should be submitted by the principal on the available waiver form to the Assistant Superintendent, Curriculum and Instruction, for review and recommendations. In instances where the materials are not State- adopted, the State Board of Education must also approve the waiver.

Part III--PROCEDURES FOR SELECTION OF SUPPLEMENTARY INSTRUCTIONAL MATERIALS AND/OR MANAGEMENT SYSTEMS

Supplementary instructional materials are defined as those materials which compliment and extend basic instructional materials. (Examples are manipulative materials, learning games and teaching aids, audio-visual materials, consumable materials, Amidon Development Reading Management Systems, etc.)

- (1) Review and selection of supplementary instructional materials shall generally be the responsibility of the school staff and principal.
- (2) District task groups may establish lists of reviewed and recommended materials in subject areas to assist schools in their selection process.
- (3) Supplementary materials or Management Systems that have been reviewed and recommended by a District task group and approved by the administrative staff may be adopted for uniform use in district classrooms.

Part IV--PROCEDURES FOR THE SELECTION OF DISTRICT CENTRALIZED MATERIALS

Materials which may be centralized may include instructional materials of a unique type, such as professional library materials, in-service materials for District-wide use, representative kits, realia models, and films for District-wide use, materials for display and review, and special collections of materials in support of a specific District program (e.g., GATE, Health Education, etc.).

- (1) The Assistant Superintendent, Curriculum and Instruction, shall be responsible for the acquisition of:
 - (a) District Professional Library Materials
 - (b) District IMC materials (unique types such as stated above)
 - (c) Display and review copies of selected State Instructional Materials
 - (d) Display and review copies of unique and innovative instructional materials
- (2) Task groups, subject area committees, and all staff members may make recommendations for unique instructional materials for centralized acquisition, housing, and circulation (within budget limitations).
- (3) Program directors, coordinators, or resource personnel shall be responsible for the acquisition of centralized and instructional materials in support of their specific program(s).

Part V--PROCEDURES FOR THE SELECTION OF LIBRARY MATERIALS

School library books and audio-visual materials are print and non-print information and enrichment sources for the entire school program. The school Media Center circulates these materials to students, teachers, and classrooms throughout the school.

- (1) Materials selected will be in accordance with District selection criteria and with regard to the principles of the "School Library Bill of Rights" of the American Library Association.
- (2) Materials selected will meet student, school, and community needs.
- (3) Materials selection will be coordinated by the Coordinator of Instructional Materials through School Media Center personnel with effort made to involve all staff members in the selection of School Media Center materials. Community members will be invited to recommend materials for purchase.

Part VI--PROCEDURES FOR REQUESTING A REVIEW OF INSTRUCTIONAL MATERIALS

6.1 The Complaint

- 6.1.1 Any person may file a complaint requesting that the district restrict or prohibit use

of specific instructional materials or methods. The complaint must be submitted to the Superintendent's Office in writing, on a District Complaint Form. Complaint forms are available from the Superintendent's Office:

1376 Piedmont Road
San Jose, California 95132
(408) 923-1812

- 6.1.2 The complaint shall specify the portions of written materials that the complainant finds objectionable. Complaints challenging use of nonprinted materials or methods shall provide enough information to enable district administration to identify the reasons behind the complaint and the portions of the materials complained about.
- 6.1.3 Challenged materials and methods shall remain available for district use until the Board of Trustees adopts a resolution excluding the materials or methods.

6.2 School Conference

- 6.2.1 If the materials or teaching methods are in use at only one district school, the Superintendent will refer the complaint to the school principal.
- 6.2.2 The principal will schedule a conference with the complainant, the teacher or teachers involved, and the school librarian, as appropriate.

6.3 District Review Committee

- 6.3.1 If the school conference fails to resolve the issue, or if the materials or teaching methods are used at more than one district school, the Superintendent will refer the complaint to an ad hoc review committee to review the materials or methods and make a recommendation to the Board regarding their continued use in the district.
- 6.3.2 The Superintendent shall appoint the committee, which shall include:
 - a. One district administrator;
 - b. Two to four classroom teachers and/or support staff; and
 - c. Two to four community members, not including the complainant.

Committee members must possess a demonstrated ability to be objective when handling controversial and emotional issues.

- 6.3.3 Committee members will review the challenged materials and methods and will make a recommendation to the Board, to continue unrestricted use of the materials, to restrict use of the materials, or to exclude the materials, on the basis of the following criteria:

- a. Materials must conform to applicable legislative requirements;
- b. The array of materials and methods available should respond to the needs of the diverse Berryessa community;
- c. Materials must conform to district criteria for evaluating content and human relations, as set forth in Part I of these administrative guidelines;
- d. Materials must be appropriate to the maturity level of the student(s) who will use them;
- e. Materials must be accurate and reliable;
- f. Materials must be consistent with curricular goals, and both materials and methods must be consistent with the district's educational philosophy;
- g. Materials must further the educational goals of the unit being taught; and
- h. The materials' presentation of information must be fair, objective, and balanced or must be balanced by associated materials.

6.3.4 The committee will not base its recommendation solely on the following:

- a. The race, nationality, or political or religious views of the materials' author or producer;
- b. Committee members' personal approval or disapproval of the doctrine or position that the materials espouse;
- c. Committee members' desire to suppress information or deny students' access to ideas with which committee members disagree; and/or
- d. The use of profanity or the appearance of a sexual incident in the materials.

6.4 Committee Recommendation

6.4.1 The committee shall make one of the following recommendations to the Board of Trustees:

- a. Approve unrestricted use of the materials or methods;
- b. Approve restricted use of the materials or methods. (Restricted use requires written parental permission.) The committee shall specify the restrictions it recommends. Examples include restricting materials to use in the school library or restricting use to a specific grade or age group.

c. Exclude the materials or methods.

6.4.2 If the recommendation is (a), approve unrestricted use of the materials or methods, and the complainant agrees, the complaint shall be considered resolved.

6.4.3 If the recommendation is (b) or (c), the committee shall report its recommendation and a summary of the reasons supporting the recommendation in writing to the Board of Trustees, the complainant, and the Superintendent, who will place the matter on the Board agenda.

6.5 Board Action

6.5.1 The Board of Trustees will consider the review committee's recommendation and report, and any public testimony presented at the Board meeting. The Board will decide whether to continue unrestricted use of the materials and methods, to restrict their use and, if so, in what manner, or to exclude the materials. If the Board decides to exclude the materials or methods, the Board shall adopt a resolution specifying the materials or methods excluded. The Board will base its decision on the educational suitability of the challenged materials or methods and not on any ground specified in Section 6.3.4.

6.5.2 The Board's decision is final.

Adopted: July 28, 1983

Revised: July 15, 1997