



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 6161
Page 1 of 7

Instruction

Equipment, Books and Materials

1. Purpose and Scope

The Board desires that the district 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 Board shall adopt instructional materials 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.

2. Regulation

The following is the procedure for selection and adoption of instructional materials:

A. Definition of instructional materials

1. "Instructional materials" means all materials designed for use by students as a learning resource and which help them learn the content standards, to acquire facts, skills or opinions, or to develop cognitive processes. Instructional material may be printed or non-printed and may include textbooks, educational material, and tests.
 - (a) "Basic Textbook" means any book designed for use by students as a primary learning resource, is aligned to the content standards and which meets the basic requirements of the intended course.
 - (b) "Supplementary Textbook" means any book designed for meeting diverse educational needs of students.
 - (c) "Educational Materials" means any audiovisual or manipulative device including, but not limited to, films, slides, cassettes, flash cards, study prints, graphs, charts, multimedia systems, videos and media software.

Equipment, Books and Materials (continued)

B. Selection of Textbooks and Instructional Materials

The Superintendent or designee shall review textbooks and instructional materials on history/social science, mathematics, reading/language arts, and science using a standards map in order to determine the extent to which materials are aligned to the state content standards.

1. Basic Textbook Adoption Procedures

- (a) A representative committee will convene to review a variety of sample textbooks and related materials. This committee shall include teacher representatives in the respective curricular area from each school. Basic textbooks have a minimum time span of five (5) years
- (b) Local school staff will have the opportunity to pilot one or more of the textbooks that are under consideration for adoption.
- (c) After piloting the various textbooks, the committee shall select a textbook for recommendation to the Board.
- (d) The recommended textbook and related materials will be available in the Educational Services Division for 30 days prior to Board adoption. At any time, a parent or community member may request to review textbooks and related materials in any curricular area, including those already adopted.
- (e) When a textbook in a potentially controversial area is being chosen, the procedure will be as follows:
 - (1) A committee will be formed to review available textbooks which shall include, but not be limited to, teachers from the subject area, parent representatives from each high school in the district, and the Director of Curriculum or designee. Where there has been an indication that there may be a group with a different perspective and interest in the text, representation from that group should also be included on the committee.
 - (2) The committee shall select a text to be recommended to the Board of Trustees for adoption. If the committee cannot reach consensus on the selection, the textbook chosen by the majority of the committee will be forwarded for adoption. A minority opinion may be included.

Equipment, Books and Materials (continued)

- (3) Before the text is placed on the Board agenda for adoption, it will be carefully reviewed for possible violations of relevant Education Codes. The district's attorney will be consulted on any item that might be a violation of the Education Codes.
- (4) The adoption process should be initiated as early as possible in the school year while School Site Councils, PTSAs, and other groups representing parents and students are available for consultation to ensure that there is opportunity for input from diverse points of view.
- (f) The district administration will recommend to the Board a list of basic textbooks and will provide samples of same for public review.
- (g) Public review of basic textbooks will be for a period of thirty (30) days following the submission of the list to the Board. If there is no public objection to the basic textbooks, the list will be placed on the agenda for adoption by the Board at the first meeting following the thirty (30) day review period.
- (h) Objection to a basic textbook shall be submitted in writing to the Director of Curriculum within the thirty (30) day review period. Objections will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a district school. The statement must be signed and identified in such a way that proper reply will be possible. A Textbook Review Committee composed of, but not limited to, a member of the Board of Trustees or designee, the teacher requesting the adoption, a school administrator, the person filing the objection, and the Director of Curriculum or designee will be formed within fifteen (15) days following the submission of written objection.
- (i) When more than one person submits a written objection to the textbook, the Textbook Review Committee shall hold a hearing where those persons who have submitted a written objection may address the committee if they so desire. In this case, the committee will be composed of, but not limited to, a member of the Board of Trustees or designee, a school administrator, and the Director of Curriculum or designee. The teacher requesting the adoption shall be present during the hearing but not during deliberations.

Equipment, Books and Materials (continued)

- (j) A summary of the Textbook Review Committee's actions will be forwarded to the Board through the Superintendent within fifteen (15) days following their review with recommendation for approval or withdrawal of request for adoption.
2. Supplementary Instructional Materials Procedures
- (a) Local school staff determines the need for supplementary instructional materials.
 - (b) Local school administration will review the supplementary textbook and/or other supplementary instructional materials and either approve or disapprove. In the case of supplementary instructional materials that may be potentially controversial, the texts will be submitted to the Superintendent's Cabinet for approval.
 - (c) If the request of the department coordinator is disapproved, the coordinator will have the right to appeal the decision to the district if the disapproval is for reasons other than budgetary constraints.
 - (d) In the case of an appeal, the district will establish a Supplemental Review Committee to be composed of one department coordinator, one site administrator from a school not appealing the decision, and the Director of Curriculum, Instruction and Categorical Programs.
3. Educational Materials and Media Center Materials Procedures
- (a) Local school staff determines the need for educational materials and media center materials to allow all students the opportunity for exposure to materials other than basic and supplemental textbooks.
 - (b) Local school administration may, if money is available, approve those materials which have been reviewed by the teacher and department coordinator, and by the media specialist in the case of media center materials. In the case of materials which may be considered potentially controversial, the materials will be submitted to the Superintendent's Cabinet for approval.

Equipment, Books and Materials (continued)

4. Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of textbooks and instructional materials, any district employee participating in the evaluation of these materials shall not:

- (a) 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 instructional materials. (Education Code 60072) Sample copies of the instructional materials under consideration are exempted from this.
- (b) Be employed by or receive compensation from any person, firm, organization, or any of its subsidiaries or controlling entities submitting instructional materials to the district.
- (c) Have negotiated a contractual relationship with any person, firm or organization or any of its subsidiaries or controlling entities submitting instructional materials to the district.
- (d) Have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district.

5. Textbooks and instructional materials adopted by the Board shall:

- (a) Not reflect adversely upon persons because of their race, color, creed, national origin, ancestry, sex, disability, or occupation, or contain any sectarian or denominational doctrine or propaganda contrary to law. (Education Code 60044)
- (b) To the satisfaction of the Board, be accurate, objective, current and suited to the needs and comprehension of the students at their respective grade levels. (Education Code 60045)
- (c) Not provide exposure to commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate base on one of the following (Education Code 60200, 60048):
 - (1) The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in state guidelines or frameworks.

Equipment, Books and Materials (continued)

- (2) 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.
 - (d) Meet the requirements of Education Code 60040-60043 for specific subject content.
 - (e) Demonstrate reliable quality of scholarship as evidenced by:
 - (1) Accurate up-to-date, and well documented information
 - (2) Objective presentation of diverse viewpoints
 - (3) Clear, concise writing, appropriate vocabulary and proper grammar and spelling
 - (4) Thorough treatment of the subject
6. Sufficiency of Textbook and Instructional Materials

Any year during which the district participates in the state Pupil Textbook and Instructional Materials Incentive Program, the Board of Trustees shall hold one or more public hearings. At these hearings, the Board shall determine whether each student in each school has or will have before the end of the fiscal year sufficient textbooks and instructional materials in each subject consistent with the content and cycles of the state curriculum frameworks.

The Board's determination shall be in the form of a resolution. (Education Code 60119)

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall: (Education Code 60119)

- (a) Provide classroom teachers and the public the reasons for the insufficiency, and
- (b) Take action to ensure that the insufficiency is corrected within two years, using any of the following:
 - (1) Funds available from categorical programs for textbooks and/or instructional materials

Equipment, Books and Materials (continued)

- (2) District funds that are in excess of the amount available for each student during the prior fiscal year
- (3) Other funds available to the district for textbooks and/or instructional materials.

7. Movies and Videos

Only G, PG, and PG-13 rated movies may be shown without parental permission. R rated movies are not to be shown in their entirety, and segments may be shown only if no other means of instruction can present the information. Only certain segments having a valid educational purpose of any R rated movie may be shown. Any segment of an R rated movies to be shown at the high school requires a note signed by a parent/guardian that must be kept on file before the student may view the video.

At least five (5) days prior to showing an R rated video, the teacher shall submit to the Principal, in writing, the following information on the particular film:

- Title and brief description
- Purpose for showing the movie/vide segments
- Identify how the movie/video segments align with the standards and course objectives
- Proposed date(s) of viewing
- A copy of the permission notice to parents

Regulation

approved: 1/13/87

Revised: 12/10/97

Revised: 2/12/08