

Adopting Curriculum and Related Resources

The Facts. The Law. The Process.

SUGGESTED BEST PRACTICES FOR MATERIAL REVIEW

Ensure Access to Instructional Materials and Consider a Review Committee

- Make recommended instructional materials available for public inspection at the district office and/or online in accordance with District BPs and ARs, and/or enable the Superintendent or a designee to establish a process for the review and recommendation of instructional materials to the Board.
- Consider allowing the Superintendent to establish and work with an instructional materials review committee to evaluate and recommend instructional materials.³⁰
 - o Make sure to include teachers, administrators and staff who have subject-matter expertise, parents/guardians, and community members, and potentially students.
 - Examples include, but are not limited to, input from certificated staff as part of curriculum adoption committees, grade level review, and cross-level articulation of curriculum committees.
 - o Consider the involvement of other groups which are representative of your school community.
 - Examples include, but are not limited to, DELAC, SSCs, PTA/PTO, parent affinity groups, LCAP steering committee, and students to solicit input and feedback regarding content and titles.

Review Relevant BP/AR to Ensure Clear Procedures

- Consider reviewing BPs/ARs pertaining to the selection of instructional materials and textbooks. CSBA/standard titles and numbering are as follows: 6141, Curriculum Development and Evaluation; 6161.1, Selection and Evaluation of Instructional Materials; 6161.11, Supplementary Instructional Materials; 1312.2, Complaints Concerning Instructional Materials; 1312.4, Williams Uniform Complaint Procedures. Model policies are available to districts that subscribe to CSBA's policy services.

Establish Processes for Library Books:

- Establish internal procedures to select library books, which may include input from the Superintendent and a school librarian.
- Comply with any BPs/ARs regarding grade-level-appropriateness of library books and consider recommendations from the California Department of Education regarding school library policies.³¹
- Address complaints regarding literature in school libraries. Districts should determine how best to informally or formally resolve complaints in accordance with any relevant District BPs and ARs.

Clarify Required Curriculum vs. Optional Reading

- Have clear communication to parents and community members when instructional materials, textbooks, or other books and materials are required versus made available to all students or just particular grade levels.

Special thanks to F3 Law, leaders in education law, and their Next Level Client Services for assisting our members by creating this important resource.

³⁰ Ed. Code § 60002; see Ed. Code § 49091.10.

³¹ California Department of Education, School Library Policies, <https://www.cde.ca.gov/ci/cr/lb/policies.asp>.