

## **Definitions**

Instructional materials subject to adoption are identified materials selected for use in career technical education courses of study. Materials are identified as “required” or “supplemental.” Required instructional materials are used by students.

Supplemental instructional materials are defined as one covering part or all of the course affected. It is not intended for use as required instructional materials but are intended to provide supplemental information.

## **Review Process**

North Orange County ROP's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of administrators, other staff or community members who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations if requested.

All recommended instructional materials shall be available for public inspection at North Orange County ROP's Education Center.

When possible, the organization may pilot instructional materials in a representative sample of classrooms for a specified period during a school year to determine the extent to which the materials support the organization's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

## **Criteria for Selection and Adoption of Instructional Materials**

In recommending instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the materials:

1. Do not reflect adversely upon persons because of any characteristic specified in law and BP 0410 - Nondiscrimination in ROP Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

Revised: October 11, 2023

Revised: August 20, 2008

Revised: March 22, 1995

Revised: July 18, 1989

Adopted: February 5, 1980

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2. To the satisfaction of the Board, are accurate, objective, current, and suited to the needs and comprehension of ROP students at their respective grade levels (Education Code 60045)
3. Use proper grammar and spelling with the exception of literature and trade books (Education Code 60045)
4. Do not expose students to a commercial brand name, product, corporate or company logo unless the Board makes a specific finding that the use is appropriate based on the following: (Education Code 60200)
5. 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.
6. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited to, accurately portraying society's cultural and racial diversity
7. Support the ROP's adopted courses of study and curricular goals
8. Demonstrate reliable quality of scholarship as evidenced by:
  - a. Accurate, up-to-date and well-documented information
  - b. Objective presentation of diverse viewpoints
  - c. Clear, concise writing and appropriate vocabulary
  - d. Thorough treatment of subject matter
9. Include high-quality teacher's guides
10. Be accessible to all students, including economically disadvantaged students, students with disabilities and English learners
11. Protect the privacy of student data

**Designated Responsibilities**

1. The Superintendent or designee shall ensure that all policies, regulations and procedures as they pertain to instructional materials acquisition by the ROP are followed. A formal review of required and supplemental instructional materials used shall be undertaken as part of the course evaluation/revision process, prior to beginning a new program, or at any time in response to an expressed need.

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2. The Superintendent or designee shall coordinate the following activities for the necessary study and subsequent selection of instructional and resource materials to be recommended for Board adoption.

The Instructional Materials Review Committee shall consist of:

- The instructor from the appropriate career pathway
  - The Career Pathway Manager
  - The Superintendent or designee
3. ROP instructors will provide copies of proposed instructional materials for the committee's review.
  4. The Instructional Materials Review Committee will submit recommendations to the Superintendent or designee.
    - a. Instructional materials shall be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners.
    - b. Instructional materials shall be reviewed with regard to established instructional criteria, including scope and sequence, accuracy, currency, appropriateness for student population and course objectives, organization, presentation, and inclusion of appropriate standards.
  5. Once recommended for approval by the Instructional Materials Review Committee, the instructional materials shall be submitted to the Board of Trustees for review and final adoption.
    - a. Upon approval by the Board of Trustees, the Superintendent or designee shall add the-instructional materials to the approved list.
    - b. The Superintendent or designee may authorize the purchase of revised editions of approved instructional materials.
    - c. Instructors are required to use adopted instructional materials.

**Conflict of Interest**

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the ROP's conflict of interest code shall sign a disclosure statement indicating that they:

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1. Will not 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 any instructional material (Education Code 60072) Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)
2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary or controlling entity representing it
3. Do not have a financial interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the ROP.

**LEGAL REFERENCES**

5 CCR 9505-9530	Ed. Code 60060-60063.5
Ed. Code 1240	Ed. Code 60070-60076
Ed. Code 220	Ed. Code 60110-60115
Ed. Code 33050-33053	Ed. Code 60119
Ed. Code 33126	Ed. Code 60200-60210
Ed. Code 35272	Ed. Code 60226
Ed. Code 44805	Ed. Code 60350-60352
Ed. Code 49415	Ed. Code 60400-60411
Ed. Code 51501	Ed. Code 60510-60511
Ed. Code 52060-52077	Ed. Code 60605
Ed. Code 60000-60005	Ed. Code 60605.8
Ed. Code 60010	Ed. Code 60605.86-60605.88
Ed. Code 60040-60052	