

TITLE: Selection and Review Policy for School Instructional Materials

NUMBER: BUL-145709

ISSUER: Frances Baez, PhD
Chief Academic Officer
Division of Instruction

DATE: October 9, 2023

POLICY: The purpose of this policy is to establish guidelines and criteria for the selection of materials that are to be included in classroom instruction. Where required materials have yet to be designated, it is the policy of the Los Angeles Unified School District (LAUSD/District) that the selection of classroom instructional materials be delegated to each school. The California State Board of Education (SBE) reviews and adopts instructional materials and programs for kindergarten through grade eight, pursuant to the California Constitution and various state laws and regulations. However, pursuant to California *Education Code (EC)* Section 60210, a school district may utilize instructional materials not adopted by the SBE, so long as the materials are aligned to state standards, and that a majority of the participants of any review process conducted by the district are classroom teachers who are assigned to the subject area or grade level of the materials being reviewed.

MAJOR CHANGES: This policy bulletin replaces BUL-5209.1, *Criteria for Evaluating Instructional Materials* issued August 2, 2019, BUL-5210.1, *Guidelines for the Use of Audiovisual Materials Not Owned, Broadcast, or Recommended by the District* issued August 22, 2016, and BUL-5208.1, *Procedures for Reviewing Challenged Materials* issued August 29, 2016.

GUIDELINES: Instructional materials are defined by California *EC* Section 60010 (h) as materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials include print and non-print (including but not limited to audiovisual materials). For information about school library material selection, please see BUL-145510. The process of selecting and implementing new instructional materials should be thoroughly planned, conducted publicly, and be well-documented. At every step, the school should adhere to California *EC* Section 60002 which states the following: “Each district board shall provide for substantial teacher involvement in the selection of instructional materials and shall promote the involvement of parents and other members of the community in the selection of instructional materials.”

ROUTING
Deputy Superintendent of Instruction
Region Superintendents
Region Administrators of Instruction
Principals
Assistant Principals
Teacher Librarians
Teachers

School Responsibility for Selection of Instructional Materials

Although many instructional materials are selected from State and District adopted lists, school site decision-making and local school budget authority have increased the responsibility of schools to make their own local selection. Instructional materials used with all students as part of the classroom curricula or syllabi must support the curriculum, the California frameworks, and California Standards, comply with California *Education Code* requirements regarding the evaluation of materials, and be appropriate for the grade, ability, language proficiency, and maturity level of students being taught. The selection process should include site administration, department chairs, and teachers. Parents and students should also be allowed the opportunity to provide input.

Selection Criteria for Instructional Materials

The following criteria apply to selecting instructional materials that best meet the instructional needs of all students while complying with standards required by California *Education Code* sections 60040 through 60044, 60048, and 60200, the California State Board of Education, and LAUSD.

- Educational significance: Instructional materials are aligned with the academic curriculum and support the educational goals of the school.
- Program organization: Instructional materials support instruction and learning of the California Standards. The scope and sequence align with the California frameworks.
- Universal access: Instructional materials provide access to the standards-based curriculum for all students with disabilities, advanced learners, English Learners, and Standard English Learners.
- Diversity and inclusivity: Instructional materials can represent students' multiple lived experiences and backgrounds, exposing them to new ideas and worldviews different from their own, intentionally embracing student identities, and prioritizing representation of historically marginalized communities.
- Age appropriateness: Instructional materials shall be appropriate for the age, emotional development, ability level, learning styles, and social development of students (see Attachment A for Motion Picture Association (MPA)) rating summary and guidance for prior approval if applicable).
- Quality and accuracy: The information in the instructional materials should be reliable, up-to-date, and supported by reputable sources to ensure validity, accuracy, currentness, and appropriateness.

- Social content review: Instructional materials used in California public schools must comply with *EC* sections 60040-60045 and 60048 as well as State Board of Education guidelines. These statutes and Board policies have been enacted so that any instructional materials used in California:
 - portray accurately and equitably the cultural and racial diversity of American society;
 - demonstrate the contributions of minority groups and males and females to the development of California and the United States;
 - emphasize people in varied positive, and contributing roles in order to influence students' school experiences constructively;
 - does not contain inappropriate references to commercial brand names, products, and corporate or company logos.

See Attachment B for the Instructional Materials Evaluation Form.

Selection Resources for Instructional Materials

Selection resources are used to assist in selecting instructional materials. The following are recommended to use in selecting school instructional materials.

[California Department of Education's Curriculum Frameworks & Instructional Materials](#)

[EdReports](#)

[California Department of Education's Recommended Literature List](#)

[Motion Picture Association \(MPA\) Film Ratings](#)

[Film Ratings](#)

[Common Sense Media](#)

Procedures For Challenges to Instructional Materials

LAUSD staff, residents, or the parents/guardians of children enrolled may formally challenge instructional materials used in the school's educational program on the basis of appropriateness. No request for reconsideration of instructional materials will be entertained if the school has already reviewed the matter within the prior academic year.

Access to challenged material shall not be restricted during the reconsideration process.

The major criterion for the final decision is the appropriateness of the material for its intended educational use.

Request for Informal Review

The school receiving a request to challenge instructional materials shall try to resolve the issue informally.

Challenged material will remain in the classroom until the review and appeal process, if applicable, is complete.

The principal or other appropriate staff shall explain to the requestor the school's selection procedure and criteria.

The principal or other appropriate staff shall explain the particular place the instructional material occupies in the school program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.

If, after the informal process, the requestor wishes to file a formal challenge, a copy of the District Selection of Instructional Materials policy and a "Request for Review of Challenged Instructional Materials" (Attachment E) shall be handed or mailed to the party concerned by the principal.

Request for Formal Challenge to Instructional Materials

Principals/administrative designees must take the following steps if a requestor would like to formally challenge school instructional materials.

- Provide the requestor with a copy of the district Selection and Review of School Instructional Materials policy and a "Request to Challenge Instructional Materials" form (Attachment E).
- Explain that the signed and completed form must be submitted before further action is taken. If the completed form is not submitted within ten (10) school days, the requestor and the school may consider the matter to be resolved (Attachment F).

Upon receipt of a request, the principal will notify the Region Superintendent, Region Director, Division of Instruction, and Library & Textbook Support.

Within ten (10) school days of receipt of the request, the school will form a review committee which will meet to deliberate about the request. The principal/designee must establish a review committee composed of at least seven (7) people. Required members include a school-site administrator, department chair, school's director, school library personnel, and school-site

faculty members. Additional members could include another site administrator, another faculty member, parents, or classified staff.

The review committee will determine whether the material that is challenged meets the criteria for selection set forth in this instructional materials selection policy (see Attachment B). All committee members will review the challenged material in its entirety.

The written decision of the committee will be sent to the requestor, Region Superintendent, Region Director, Chief Academic Officer, Library & Textbook Support, and review committee members within thirty (30) school days of receipt of the request (see Attachment G).

Within ten (10) days from notification of the decision of the school committee, the requester(s) may appeal of the decision by writing to the Division of Instruction. The Division of Instruction will review based on criteria for selection set forth in this instructional materials selection policy (see Attachment B), and the appeal results will be sent to the requestor and school within twenty (20) school days of receipt of the appeal.

AUTHORITY: This is a policy of the Los Angeles Unified School District

RELATED RESOURCES: [BUL-145510, Selection and Review Policy for School Library Materials](#), issued by Division of Instruction on October 9, 2023

ATTACHMENTS: Attachment A – Summary of Motion Picture Association (MPA) Ratings
Attachment B – Instructional Material Evaluation Form
Attachment C – Prior Approval Instructional Materials Form
Attachment D – Parent/Guardian Notification Letter
Attachment E – Request to Challenge Instructional Materials
Attachment F – Request to Challenge Instructional Materials Notification
Attachment G – Committee Decision Notification Letter

ASSISTANCE: For assistance or further information please contact Library & Textbook Support, textbooks@lausd.net



Summary of Motion Picture Association (MPA) Ratings

Audience	MPA Rating	Comments
Elementary Middle School (grade 6 ONLY)	NC-17, R, & PG-13	May not be shown
	PG	Needs Principal and parent/guardian approval (Attachments C & D)
	G	Needs Principal approval (Attachment C)
Middle School (grades 7 & 8 ONLY)	NC-17 & R	May not be shown
	PG-13	Needs Principal and parent/guardian approval (Attachments C & D)
	PG	Needs Principal approval (Attachment C)
	G	Needs to be on the Teacher's syllabus
High School	NC-17	May not be shown
	R	Needs Principal and parent/guardian approval (Attachments C & D)
	PG-13 & PG	Needs Principal approval (Attachment C)
	G	Needs to be on the Teacher's syllabus



Los Angeles Unified School District
Instructional Materials Evaluation Form

Recommend _____ Do not recommend _____

Subject _____ Course Title _____

Author(s) (if applicable) _____

Title _____

Publisher (if applicable) _____

Print Materials: ISBN _____ Copyright Date _____

Nonprint Materials: MPA Rating (if applicable) _____

	Yes	No	N/A
1. Are the instructional materials aligned with State Standards (Educational Significance).			
2. Are the instructional materials aligned with the California framework for the intended subject (Educational Significance & Program Organization).			
3. Are its content, vocabulary, reading level, and format appropriate for the student for whom it is intended for (Age Appropriateness) (for non-print instructional materials with a MPA rating, see also Attachment A).			
4. Do the instructional materials provide access to the standards-based curriculum for all students, including students with disabilities, advanced learners, English Learners, and Standards English Learners (Universal Access).			
5. Does it include accurate and current information (Quality and Accuracy).			
6. Are the instructional materials in compliance with Educational Code sections 60040-60045 and 60048 as well as the State Board of Education guidelines in Standards for Evaluating Instructional for Social Content, 2013 Edition (Social Content Review).			
7. Is the writing (print instructional materials) or audio/visual (for non-print instructional materials) well edited with no spelling or grammatical errors (Quality and Accuracy).			
8. Does the material represent different perspectives, experiences, and backgrounds to foster an inclusive and equitable learning environment (Diversity and Inclusion).			

Name of evaluator _____ Date of evaluation _____



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Los Angeles Unified School District
Prior Approval Instructional Materials Form

Date: _____ Teacher's name: _____

Subject: _____ Grade Level: _____

Title: _____

Material (check one) Rented/Streaming _____ Purchased _____

Parental permission is required: Yes _____ No _____ MPA Rating: _____

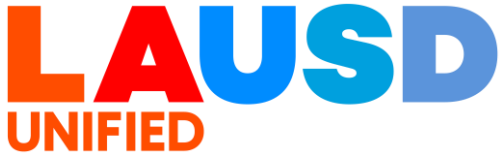
I plan to use the above program in my classroom on _____ (date(s)) for

the following reason (describe its use in relation to your academic goals and objectives):

This program complies with the school's policy on the selection and review of non-print instructional materials. It is appropriate for the grade level, and the instructional content enhances the curriculum. If this program is from a streamed site, I affirm that this use is consistent with federal copyright requirements.

Teacher's signature _____ Date _____

Approved (Principal's Signature) _____ Date _____


 LOS ANGELES UNIFIED SCHOOL DISTRICT
 POLICY BULLETIN

Date _____

Dear Parents or Guardians:

Your student is currently involved in studying [describe unit of study and class]. It is our intention to show [title] which has a Motion Picture Association (MPA) rating of [rating] on [date(s)] because [describe the use of the audiovisual media in relation to the academic goals and objectives]. This letter is being sent to you in compliance with the District policy requiring parents/guardians to approve the intended use of non-print instructional materials that have a specific MPA rating. As part of that policy, we ask you to complete the form below, authorizing or excusing your student from the viewing. If you choose to excuse your child from viewing this material, your child will be given an alternative assignment. In addition, your child will not be penalized should you choose to excuse your child from viewing this material.

Please return your completed form to me. Students excused from this showing will be required to complete an alternative assignment. Should you have any questions regarding the program listed above, please feel free to contact me.

Thank you,

Signature of teacher
 [Name of Teacher]

Please complete this form and return to the teacher by [DATE]

(Name of School) _____

Name of student _____ Grade _____

Please check A or B:

A. _____ I give permission for my student to view [program title].

B. _____ I prefer that my student be given an alternative assignment.

Print name of parent/guardian _____

Signature of parent/guardian _____ Date _____



Request to Challenge Instructional Materials

Print Name _____

Email _____

Telephone number _____

Address including city, state, and zip _____

Group affiliation if any _____

Name of school using instructional material(s) _____

Title of Instructional Material _____

Author (if applicable) _____

ISBN (if applicable) _____

Publisher/other identifying information _____

Please explain your objection to the instructional material. Please be specific and include page number, section, time (if audiovisual materials), and direct quotations where applicable _____



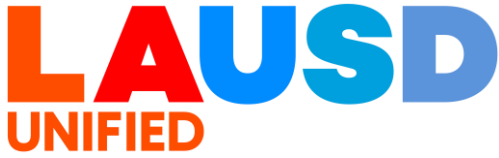
LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Did you read, listen to, or watch the entire work? Circle one YES NO

Please list any resource(s) you suggest to provide additional information and/or viewpoints on this topic_____

Signature_____

Date_____



[School Letterhead]

Date

Dear

Thank you for sharing your concerns regarding the use of [name of instructional material] in the [name] course at our school. The District has developed procedures for selecting instructional materials but recognizes that not everyone will agree with every selection made.

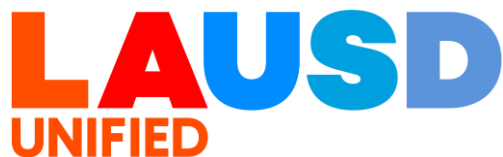
To help you understand the selection process, we are sending copies of the District's:

- Instructional Materials Selection Policy; and
- Request to Challenge Instructional Materials form.

If you still have concerns about the instructional material after you review the documents, please complete the Request to Challenge Instructional Materials form and return it to me. You may be assured of prompt attention to your request. If you have not shared the completed form with me within ten (10) school days from the date of this letter, we will consider your request resolved.

Sincerely,

Principal



[School Letterhead]

Date

Name

Street Address

City, State Zip

Dear [Name]

This letter is to provide you with notification of the determination of your request to challenge school instructional materials. On [Date], the Instructional Materials Review Committee met, consistent with the guidelines in the District's Selection and Review Policy for School Instructional Materials, to review your request to challenge the following school instructional material [title]. After careful consideration of the information provided and applicable District policies, the Review Committee determined that your request to challenge the school instructional material should be [Granted/Denied].

Per District policy, should you wish to appeal this decision, you must appeal in writing to the Division of Instruction, instruction@lausd.net within ten (10) school days of this notification.

Sincerely,

[Principal/designee's name]

[Title]

c: Region Superintendent
Chief Academic Officer
Region Director
Library & Textbook Support
Review Committee Members