

# MODESTO CITY SCHOOLS

## Administrative Regulation

AR 6161

### INSTRUCTION

#### Equipment, Books and Materials

##### Pupil Textbook and Instructional Materials Incentive Program

Any year during which the District participates in the state Pupil Textbook and Instructional Materials Incentive Program, the Governing Board 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 made in the form of a resolution (Education Code 60119).

The Board shall encourage participation by parents/guardians, teachers, interested community members and bargaining unit leaders at the above hearing(s). Ten days before the hearing(s), the Superintendent/designee shall post a notice in three public places within the District containing the time, place and purpose of the hearing (E.C. 60119).

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

1. Provide classroom teachers and the public the reasons for the insufficiency; and,
2. Take action to ensure that the insufficiency is corrected within two years.

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The Superintendent/designee shall (E.C. 60252):

1. Assure the Superintendent of Public Instruction of the District's compliance with the above requirements; and,
2. Ensure that funds received through the Pupil Textbook and Instructional Materials Incentive Program:
  - a. Are used in compliance with Education Code 60119; and,
  - b. Supplement any other state and local monies expended on textbooks and/or instructional materials.

**Standards for Determination of Instructional Materials Obsolescence**

The Superintendent/designee may make available a list of obsolete instructional materials for declaration of obsolescence. Materials shall be judged obsolete if one or more of the following criteria is met:

1. Materials are inoperative due to lapse of time.
2. Subject matter is outdated.
3. Illustrations, photos, covers or other content are outdated.
4. Materials are not applicable due to changed instructional circumstances.
5. Materials contain information rendered inaccurate or incomplete by new discoveries or technologies.
6. Materials have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas.

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7. Materials contain demeaning, stereotyping or patronizing references to either sex, members of racial, religious, vocational or cultural groups, or persons with physical or mental disabilities.
8. Materials are damaged beyond use or repair.

Surplus or undistributed obsolete instructional materials which are usable for educational purposes may be disposed of in accordance with Board Policy/ Administrative Regulation 3270 (E.C. 6500).

The Superintendent/designee shall adopt internal procedures as necessary for the purpose of identifying and preparing the instructional materials list presented to the Board/designee for declaration of obsolescence.

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REVIEWED: July 16, 2001  
April 26, 2004