

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
2/19/09	2000R1 of 8/24/95	108.1

Title: Educational Materials Selection

Purpose: In an effort to be consistent in the processes of materials selection and to apply similar criteria across all divisions and departments, the forms and formats of the Educational Materials Selection policy shall be used by administrators, coordinators, and curriculum groups when making decisions about instructional materials for a given course of study.

This document, Index No. 108.1, replaces the previous Index No. 2000R1.

Attachments: Form entitled “Criteria for the Evaluation and Selection of Instructional Materials.”

Procedure and form for Reconsideration of Approved Material.

Policy: Instructional materials shall include all approved materials to support academic goals and standards. These materials include, but are not limited to textbooks, anthologies, trade books, novels, and primary sources. This also includes non-print materials such as videos, CDs, DVDs, software, flash drives, multi-media, and other technological resources. The Board of Education has the responsibility to provide quality education with equal opportunity for students in the Pennsbury School District. The Board recognizes its responsibility to provide instructional materials to implement and make effective the approved curricula. The Assistant Superintendent of Curriculum and Instruction is responsible for overseeing and recommending the selection, evaluation, purchase, and use of all instructional materials through the Materials Selection Process of the Cycle of Curriculum Review and Renewal. The Pennsbury School District reserves its right to make decisions about materials based on Educational Philosophy and objectives. All instructional materials selected for purchase and/or use in the Pennsbury Schools are to be

evaluated by the application of these criteria. A form and a procedure whereby any Pennsbury citizen or group may request the reconsideration of any approved textbook or other form of approved instructional material is also included.

Responsible

Administrator: Assistant Superintendent, Curriculum and Instruction

Type of Material (Textbook, Media, etc.)	
Title & Author or Source	
Publisher or Manufacturer	
_____ Required	_____ Supplemental

**CRITERIA FOR THE EVALUATION AND SELECTION
 OF INSTRUCTIONAL MATERIALS**

SECTION I:

**Please answer each
 question with Yes, No
 or N/A (Not Applicable)**

AUTHENTICITY, SCHOLARSHIP, AND CONTENT

1. Does the content support the goals and objectives of the course of study? _____
2. Has the material been previewed in its entirety? _____
3. Does the content contain factual information that is accurate and current? _____
4. Are the authors and/or producers well qualified on the subject of this material? _____
5. If fictional, does the material meet the requirements of the genre it represents? _____
6. If the content is a translation, a condensation, or an adaptation, is it faithful to the original? _____
7. Does the content avoid repetition of currently owned materials? _____
8. Is the material free of racial, religious, ethnic, age, sexual and disability bias and stereotyping? _____
9. Are sources, purposes, and points of view readily identifiable? _____
10. If present, is prejudicial appeal readily identifiable?
 Will other materials be used with this one to present other points of view of the same issues? _____
11. Is the content free of preoccupation with sex, violence, cruelty, brutality, and aberrant behavior?
 If the content presents offensive behavior, does it present it as being socially unacceptable?
 Can the material be added to present materials without an over-emphasis of the topic? _____
12. Is the language appropriate to or consistent with the purposes and content of the work?
 If there is use of substandard or offensive language, does the maturity of the intended user(s) still warrant its use? _____
13. If dialect is used, is it authentic?
 Is it appropriate for its use? _____
14. Are the illustrations appropriate for the intended audience?
 Are the illustrations or other visuals relevant to the content?
 Do the illustrations avoid stereotypes and biases? _____
15. Are the methods of presentation based upon valid learning theories and teaching strategies? _____
16. Are relevant teacher's aids available with the material? _____
17. If the material is a textbook, is there an effective teacher's edition or manual? _____

MOTIVATIONAL QUALITIES

1. Will the material gain and hold the interest of the intended user? _____
2. Will the materials stimulate intellectual curiosity on the part of the intended user? _____
3. Are the motivational techniques such that the content is not compromised? _____

SUPPORT OPINION

1. Have other experts in the field favorably reviewed the content of this material? _____
2. If there has been a variety of qualified reviewers, do they generally recommend the material for its intended use? _____

Type of Material (Textbook, Media, etc.)	
Title & Author or Source	
Publisher or Manufacturer	
Required	Supplemental

SECTION II:

TECHNICAL QUALITY (Use appropriate subdivision)

Books and Other Printed Materials

1. Is the size appropriate for its intended use? _____
2. Are the quality of the paper, the binding, and the cover sufficiently durable for its intended use? _____
3. Is the format well organized? _____
4. Are the page layouts well designed? _____
5. Is the art or photographic quality acceptable? _____
6. Are the illustrations and captions appropriate for the intended use? _____
7. Is the print an appropriate size for its intended use? _____
8. Are the indices and other appendices (glossary, bibliography, etc.) sufficient and conveniently organized? _____
9. Are summaries, reviews, exercises, and activities sufficient, appropriate, and stimulating? _____
10. If this is a skill text, is an adequate evaluation program provided? _____
11. Is the price acceptable for the intended use? _____
12. Can the material be used without additional expenditures? _____
13. Will use of this material violate any copyright laws? _____

Internet-based Materials, Multi-media and Other Audio Visual Materials

1. Are the visual images, audio quality and/or other content satisfactory and appropriate for the intended use? _____
2. Is printed matter clear and easy to read? _____
3. Is material visually appealing and constructed effectively? _____
5. If there are background sounds, are they satisfactory and appropriate? _____
6. Is the price acceptable? _____
7. Can this material be used without additional expenditures? _____
8. Will use of this material violate any copyright laws? _____
9. Is the physical item clearly labeled (title, artist, sequence, speed)? _____
10. Is the material of durable quality? _____

Educational Games

1. Are directions clear and appropriate for the intended user?
If the directions are complicated, can they be easily adapted by the teacher? _____
2. Is the material of sufficient durability for extended use by the intended user? _____
3. Can replacement parts be purchased? _____
4. Does it have a durable, compact storage case which can be easily stored? _____
5. Can the game be completed during the time in which it would be used?
Would playing the game benefit the students even if they could not complete it in the time allowed? _____
6. Is all printing in the game easy to read and sufficiently permanent not to wear off in normal use? _____
7. Is the price satisfactory for its intended use? _____
8. Can it be used without additional expenditures? _____

Computer Software

1. Has the Director of Information Technology approved this acquisition? Signature of Dir of IT _____
2. Is the equipment available to run the software? _____
2. Is technical support for the software available from the publisher or vendor? _____
3. Is the price satisfactory? _____
4. Will use of the software violate any copyright laws? _____

Type of Material (Textbook, Media, etc.)

Title & Author or Source

Publisher or Manufacturer
_____ Required _____ Supplemental

EVALUATION OF INSTRUCTION MATERIALS

Evaluation By: _____
Committee/Individual(s)

Date of Evaluation: _____

Identification of Material:

(Title)

(Author)

(Publisher or Manufacturer)

Specific goal or objective supported by use of the material: _____

RECOMMENDATION OF EVALUATOR(S):

- Not recommended
- Recommended for general use
- Recommended for Limited Use (i.e., Special Groups; with parent permission; in lieu of other material; at an appropriate age or grade level)

(Identify Limited Use)

Evaluator Signature _____ Position _____ Date _____

Evaluator Signature _____ Position _____ Date _____

Evaluator Signature _____ Position _____ Date _____

Evaluator Signature _____ Position _____ Date _____

THE FOLLOWING SIGNATURES INDICATE THAT THE PROCEDURES FOR THE EVALUATION OF INSTRUCTION MATERIALS HAVE BEEN COMPLETED:

RECOMMENDATIONS:

___ Not Recommended ___ Recommended _____
Curriculum Coordinator Date

___ Not Recommended ___ Recommended _____
Building Principal (if applicable) Date

___ Not Recommended ___ Recommended _____
Assistant Superintendent of Curriculum & Instruction Date

COMMENTS: _____

RECONSIDERATION OF APPROVED MATERIAL

The following form and procedures are the approved method for any citizen or group in the Pennsbury School District to seek reconsideration of any approved textbook or other form of approved instructional material if the principal cannot resolve the problem.

PROCEDURES FOR SEEKING RECONSIDERATION OF INSTRUCTIONAL MATERIAL

If any citizen or group in the Pennsbury School District has a question about a specific item of instructional material, the following procedures will be implemented:

1. If request for reconsideration is brought on behalf of a student by the parent or legal guardian, the student involved may be given an equivalent substitute that will satisfy the curricular assignment while the questioned material is being reconsidered.
2. The principal will provide all citizen requestors with the approved form to seek reconsideration of the material (attached).
3. The citizen must complete the form and return it to the principal before further action can be taken.
4. The teacher(s) using the material, the principal(s), and the curriculum coordinator will review the completed request form and on the reverse side write their recommendations and forward the form to the Assistant Superintendent of Curriculum & Instruction.
5. The Curriculum Coordinator and the Assistant Superintendent of Curriculum & Instruction will confer with the CEO/Superintendent, who will make a decision concerning the use of the questioned material and will write the decision on the reverse side of the form and return it to the principal after making copies for all with a need to know.
6. If a conference with the citizen is requested or advisable before a decision is reached, the conference will be arranged by the principal involved and will include the principal, the teacher using the material, the appropriate Curriculum Coordinator, and the Assistant Superintendent of Curriculum & Instruction.
7. The principal involved will arrange a conference with the citizen and present the decision in writing.
8. If the citizen wishes to pursue the matter further, the principal will inform the CEO/Superintendent, who will determine whether or not to meet with said citizen and who will inform the School Board of the citizen's dissatisfaction.
9. The final decision with regard to the selection of educational materials remains within the discretion of the Pennsbury School District.

Please check: Book
 Film/Video Tape
 Record/Cassette Tape
 Compact Disc
 Software
 Other _____
(Please Specify)

**CITIZEN'S REQUEST FOR
RECONSIDERATION OF A WORK**

Title _____

Author or Artist _____

Publisher (if known) _____

School in which work is used _____ Grade Level _____

I represent (please check) Parent Legal Guardian (Name of Group) _____

1. Did you read (hear, see) the entire work? Yes ___ No ___ Comment: _____

2. Are you aware of the teacher's purpose in using this work? Yes ___ No ___ Comment: _____

3. Are you aware of the judgment of this work by qualified reviewers? Yes ___ No ___ Comment: _____

4. What do you believe the author of this work is trying to do? _____

5. What do you feel is the main value of this work? _____

6. Do you have objections? Please be specific; cite examples. _____

7. What do you feel might be the result of using this work? _____

8. For what age group would you recommend this work? _____

9. What would you prefer the school do about this work?

Do not assign this work to my child

Withdraw this work from all students

Do not recommend this work to my child

Reevaluate this work

10. What would you recommend in its place? _____ Why? _____

Date _____

**PLEASE RETURN
THIS FORM
TO THE
PRINCIPAL**

(Print Name)

(Signature)

Address _____

Telephone _____

City _____ Zip _____