

Lower Merion School District

Policy No.: 108
Section: PROGRAMS
Title: CURRICULUM AND RESOURCE MATERIALS –
SELECTION, ADOPTION, REVIEW AND OBJECTIONS
Date Adopted: 4/18/88
Date Last Revised: 5/20/24; 4/28/14; 12/16/13; 8/20/01

**108 CURRICULUM AND RESOURCE MATERIALS –
SELECTION, ADOPTION, REVIEW AND OBJECTIONS**

I. Purpose

The District shall provide, free of cost to students of all grades Kindergarten through twelfth grade, textbooks, technology and other curriculum materials required in the conduct of all instructional programs in the District in accordance with the School Code of Pennsylvania. The Board enacts this policy to provide for the selection and adoption of such textbooks and other curriculum materials to be used by students.

II. Definitions

Assessment technique means methods and/or activities employed as measurements of student performance on a set of academic standards in a subject area that captures student understanding of the set as a whole and the central concepts, knowledge and skills of each content area.

Curriculum materials mean those resources, including textbooks, which are to be used as a source of information in a course.

Instructional materials mean any material with instructional content or function that is used with students for formal or informal teaching/learning purposes.

Textbooks mean those books including, but not limited to, those in electronic format which are to be used as the source of information in a course.

Resource materials include library books, periodicals and newspapers, audiovisual materials, computer software and other technological resources such as online resources, subscriptions and artificial intelligence enhancements (collectively “technological resources”), classroom reference books, maps, tests, manipulatives and all other instructional materials not included in the category of basic and supplementary textbooks.

III. Selection and Adoption Procedures

A. Curriculum Materials

The Board is committed to the incorporation into the ongoing curriculum ideas that may transcend traditional curricular topics and raise questions about current social, political, technical,

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philosophical, religious, and other problems, regardless of the controversial nature of the topic as long as, on divided issues, differing views are carefully presented. The Superintendent or the Superintendent’s designee is responsible for assuring that the aforementioned ideas, topics and areas are incorporated into the ongoing curriculum according to all Board policy and regulation, including Policy and Administrative Regulation 101: Equity.

The Superintendent shall develop procedures and assign responsibilities for the evaluation and selection of curriculum materials under the following guidelines:

1. Teachers shall participate in the selection process as determined by the Superintendent;
2. Principals and supervisors shall participate in the selection process;
3. The Superintendent or a designee shall lead the selection process District-wide;
4. Curriculum materials in use shall be evaluated within the curriculum development cycle for their usefulness and relevance;
5. Web-based tools and other online educational services shall be selected and implemented in a way that protects the confidentiality of students’ personally identifiable information to ensure student privacy and avoid promotional marketing directed to students; and
6. Criteria for evaluation shall include curriculum relevance, representation of the rich cultural and community diversity, and continued effectiveness for the educational levels of students who will use the materials.

The Superintendent, after consultation with appropriate professional staff, shall recommend curriculum materials for adoption by the Board at least annually. The Board shall adopt annually at a regular meeting between the first day of April and the first day of August new textbooks or curriculum materials, or changes of textbook or curriculum materials to be used in the District. No adoption or change of textbooks shall be made without the Superintendent’s recommendation, except by a two-thirds vote of the Board.

Curriculum materials shall be reviewed annually by the Superintendent or Superintendent’s designee and shall be made available for the use of the professional staff, for the information of members of the Board, and for the information of students, parents/guardians and other members of the community.

B. Resource Materials

Resource materials are to be selected to implement, enrich, and support the educational program for all students. Resource materials that have been recommended by the professional staff to support the educational programs of the District, that have been approved by the

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Superintendent or a designee, and that have been included in the budget adopted by the Board will be purchased by the District in accordance with procedures for the expenditure of public funds.

- 1) The Superintendent shall establish procedures for the selection of resource materials by the professional staff, for the acquisition and maintenance of resource materials, and for the periodic review and re-evaluation of materials available for use in the schools. The procedures shall include the following:
 - Designate administrative and instructional personnel to select resource materials subject to the approval of the Superintendent;
 - Ensure that the budgetary allocation for resource materials is distributed efficiently and effectively throughout the instructional program;
 - Ensure an inventory of resource materials that is well balanced and well-rounded in the coverage of subject matter, the types of materials and the variety of content; and
 - Evaluate the effectiveness of resource materials currently in use.

- 2) The Superintendent and professional staff shall apply the following standards to the selection of resource materials:
 - Materials shall be suited to the varied interests, abilities, reading levels and developmental stages of the students to be served;
 - Wherever and whenever possible, materials shall provide major opposing views on controversial issues so that students may develop, under guidance, the practice of critical reading and thinking;
 - Wherever and whenever possible, materials shall promote equity in accordance with other District policies;
 - Resource materials shall be factually accurate and/or of literary or artistic value;
 - Resource materials shall be of quality and durability appropriate to their intended use; and
 - Resource materials shall relate to, support and enrich the curriculum adopted by the Board.

- 3) The Superintendent shall establish a schedule and procedures for review and removal of resource materials that comprise the school library collections. Guidelines for selecting and maintaining library collections are as follows:
 - Librarians are responsible for selecting and maintaining the library collection in each school using reputable, unbiased, professionally prepared selection aids as guides and after consulting with teachers and administrators. Librarians shall also consider suggestions from parents and students;
 - Librarians shall continually evaluate the library collection in accordance with the current needs of teachers and students, changing curriculum content,

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- and the principles of balanced coverage, variety and quality; and
- The school librarian shall be responsible for recommending disposal of out-of-date, worn, or unused books and other materials cataloged and housed in the library. Disposal procedures shall meet customary industry standards. The final disposal of materials from the library collections will be at the discretion of the Superintendent.

IV. Curriculum Review By Parents/Guardians and Students

The District endeavors to ensure that parents/guardians of students enrolled in this District as well as District students aged 18 years and older have an opportunity to review instructional materials and otherwise have access to information about the District’s curriculum, inclusive of academic standards to be achieved, instructional materials and assessment techniques.

The Superintendent shall develop procedures for requests by parents/guardians and students aged 18 years and older to review instructional materials pertaining to their student’s education and have access to information about the curriculum as required by law.

V. Removal of Curriculum Materials and Resource Materials from the Schools

No professionally selected materials shall be removed from the schools except upon the recommendation of a review committee with the concurrence of the Superintendent and the Board, or upon formal action of the Board when a recommendation of a review committee is appealed. The Superintendent shall develop administrative regulations to be observed if objections are made to instructional materials. Parents/guardians who wish to object to instructional materials or to their child participating in any part of the curriculum should follow the procedures set forth in these regulations.

VI. Access to Technological Resources

The accompanying regulation shall set forth the District’s procedures for providing access to technological resources for economically disadvantaged families of students.

Cross References:

Policy & Administrative Regulation 152 *Participation in Curricular Programs and Activities by Economically Disadvantaged Students*

Policy 119 *Controversial and Value Issues in the Curriculum*

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