

## SELECTION OF INSTRUCTIONAL MATERIALS AND RESOURCES

### Background

The Mt. Lebanon School Board is responsible under the Public School Code for the approval of textbooks, which are recommended by the Superintendent after consultation with the professional staff of the District. In accord with this provision, a committee of administrators and professional staff members has developed, with the approval of the Superintendent, specific Guidelines for the Selection of Instructional Materials and Resources. In some circumstances, a selection process can involve parents and students in addition to teachers and administrators.

### Objective

The Board believes that instructional materials must implement, enrich, and support the goals and objectives of the educational programs of the District. It is the objective of this policy to define the parameters guiding the selection of instructional materials and resources.

### Definitions

The term “instructional materials” refers to any material(s) (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. These materials may include, but are not limited to textbooks, other books or articles, supplementary reading and instructional materials, charts, dioramas, flash cards, games, globes, kits, maps/models, periodicals, realia, digital media, audio and video materials, computer software, websites, and mobile applications.

The term “instructional resources” refers to any person used as a resource in the instructional program, including but not limited to community resource people, agencies and organizations.

### Policy

It is the policy of the Board that the following primary objectives be considered in the selection of instructional materials and resources:

- A. To provide instructional materials and resources which will support and enrich the educational program of the District so that all students and faculty may have the opportunity to develop to their greatest potential.
- B. To provide a background of information to enable students to make intelligent judgments in their lives.
- C. To provide instructional materials and resources which will meet the varied interests, abilities, and needs of the pupils and faculty served.

- D. To provide as wide a range as possible of instructional materials and resources on varied levels of difficulty, with a diversity of appeal and the presentation of different points of view.
- E. To enrich learning by providing timely information/materials available to the teacher.
- F. To place principle above personal opinion and reason above prejudice in the selection of instructional materials and resources of the highest quality in order to assure a comprehensive collection appropriate for users.

Subject to final approval by the Board where required by law, the responsibility of selecting instructional materials and resources rests with the Superintendent and, the appropriate administrators, who may delegate the responsibility for recommending selections to professional personnel employed by the District.

Instructional materials and resources of the highest quality available are required to fulfill the goals and objectives of the educational program and to provide students and faculty an opportunity to explore the knowledge, thinking, and imagination of humanity. To meet these ends, the following evaluative criteria are considered as they apply:

- A. Instructional materials and resources shall support and be consistent with the general educational goals of the District, the state, and specific courses.
- B. Instructional materials shall meet high standards of quality in:
  - presentation (imagination, vision, creativity, etc.)
  - physical format
  - educational significance
  - readability
  - authenticity
  - artistic and/or technical quality and/or literary style
  - factual content
  - authoritativeness
  - balance
  - validity
  - objectivity
  - current content
- C. Instructional materials and resources shall be designed to help students gain an awareness of our global society.

- D. Instructional materials and resources shall be selected for their strengths rather than rejected for their weaknesses.
- E. Instructional materials and resources on controversial issues shall be selected to maintain a balanced collection representing various views.
- F. Instructional materials and resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected.
- G. Instructional materials and resources shall be designed to provide a background of information which will motivate students and staff to examine their own attitudes and behavior, and comprehend their duties, responsibilities, rights and privileges as participating citizens in our society. .
- H. Materials made available for school use from business and cultural organizations must adhere to the above criteria and District policy.
- I. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

Appeal Process

An appeal process is available for the reconsideration of instructional materials and resources.

Administrative Responsibility

It is the responsibility of the Administration to implement and enforce this policy, and to develop Administrative Procedures for implementation or enforcement where necessary.

Communication

This policy shall be communicated to:

- 1. District Staff
- 2. The Mt. Lebanon Community

Adopted September 18, 1989  
Revised September 19, 2005  
Revised February 27, 2017