

**MATERIALS SELECTION**

The Muhlenberg School Board recognizes the importance of having carefully selected instructional materials to support the educational program.

The Superintendent of Schools is responsible for directing the materials selection process.

**MATERIALS SELECTION**

I. Library Materials: Books, Videotapes, Laser Disks, CD Rom's, Software, Microfilm, etc.

A. Responsibility for Selection

1. The maintenance of a balanced collection is the responsibility of the librarian in consultation with professional staff members. All requisitions for the purchase of library materials are initiated and processed by the librarians with the approval of the building principals.
2. It is a continuing responsibility of the librarian in concert with building staff to review for discard and update materials that may be outdated or worn out.

B. Selection Criteria

1. Materials selected will reflect sensitivity to cultural, ethnic, religious, gender, or other diversities.
2. Materials selected will reflect suitability for age, interests, and the skills of the students served by the library.
3. As an aid to selection, librarians shall refer to critical bibliographies and reviews and approved district planned courses. They shall consider the quality of the materials in terms of their literary and artistic merit, organization, accuracy, date of publication, and the compatibility of the subject matter and format. Whenever possible, materials shall be examined by a librarian as well as other appropriate staff members.
4. Whenever possible, all materials should be previewed and evaluated before final purchase.

C. Gifts

All materials offered as gifts shall be subject to the same criteria for inclusion in the collection as any other materials (see School District policy on Gifts - 2.1).

D. Procedure for Reviewing Library Materials Questioned by Members of the Community

1. Any requests by the public for removal of or limitations on the circulation of school library materials are to be submitted in writing to the principal on the form "Citizen's Request for Review of Materials" (see Attachment A).
2. On receipt of the review form, a committee shall be formed to examine the materials. This committee, chosen by the principal, shall consist of the principal, the librarian, and two other professional staff members.
3. The citizen's written request, together with the recommendation of the committee, to retain the material, restrict its use, or remove it from the library, shall be submitted to the Superintendent/designee for review.
  - a. If the Superintendent/designee concurs in the recommendation of the committee, he/she shall notify the committee and the citizen of the decision in writing.

- b. If the Superintendent/designee questions the recommendation of the committee, he/she shall reconvene the committee for further discussion. In the event that agreement is not reached, the Superintendent/designee shall determine the disposition of the material and shall notify the committee and the citizen of his/her decision in writing.
  - c. Should the citizen disagree with the disposition of the material as determined by the Superintendent/designee, the citizen may appeal to the School Board for reconsideration.
  - d. Before a vote is taken by the Board of School Directors in an appeal beyond the Superintendent's decision, each member of the Board shall read the text in its complete version.
  - e. The decision of the Board shall be final.
4. The Principal shall determine whether the materials in question shall remain in circulation during the review process.

## II. Textbooks, Supplementary Materials, and Courseware

### A. Responsibility for Selection of Textbooks, Supplementary Materials, and Courseware

1. Recommendations to the Curriculum Council are made by the Department Coordinators through the appropriate building principal.
2. The recommendation for each supplementary novel shall include a plot summary and a checklist of content descriptors (see Attachment B). The Textbook/Software/ Video Listing will include this information for each supplementary novel.
3. All recommendations are to be approved by the District Curriculum Council and forwarded to the Superintendent/designee for approval.
4. Annually, Districtwide Textbook/Software/Video Listings are submitted to the Board of Directors for approval.

### B. Responsibility for Selection of All Supplementary Materials

1. Principals are responsible for the review, appraisal, and recommendation of all supplementary materials purchased by the district.
2. Teachers are responsible for all personal resources used for supplementary instruction.

### C. Selection Criteria

1. Materials selected will adhere to the curricular goals outlined in the planned courses of the school and the District.
2. Materials selected will reflect sensitivity to cultural, ethnic, religious, gender, or other diversities.
3. Materials selected will reflect suitability for the ages and the skills of the students who will use them.

4. The quality of the materials will be evaluated based on the Materials, Software, and Video Selection Forms (see Attachments D, E, and F).

D. Procedure for Requesting Alternative Instructional Materials

1. The supplementary novel list will be mailed to parents/guardians prior to the start of each school year. The supplementary novel list will include a checklist of content descriptors for each novel (see Attachment B).
2. The Approved Textbook/Software/Video Listing will be available through the Muhlenberg School District web site or at school district offices prior to the start of each school year. The supplementary novel list will include a brief summary and a checklist of content descriptors for each novel (see Attachment B).
3. Parents/guardians may request a printed copy of the Approved Textbook/Software/Video Listing by contacting the school office.
4. A request for alternative instructional materials shall be stated in writing and submitted to the classroom teacher on the form "Request for Alternative Instructional Materials" (see Attachment C).
  - a. The objection and request for an alternative assignment must be submitted prior to or not later than one week after the introduction of the selected instructional materials.
  - b. The stated objections must be based on moral or religious beliefs.
  - c. The alternative material assigned by the teacher shall meet the same curricular objectives as defined in the original assignment.
  - d. The student shall complete an assigned assessment or submit a performance-based assessment that demonstrates mastery of the stated objectives. The student and classroom teacher shall develop the assessment plan. The assessment shall be submitted in accordance with the determined timeline for the alternative assignment.
5. The signature of the parent/guardian is required if the request is generated by a student unless the student is 18 years of age or older, or an emancipated minor.

E. Procedure for Reviewing Textbooks, Supplementary Materials, and Courseware Questioned by Members of the Community

1. Any requests by the public regarding concerns or limitations of textbook, courseware, or supplemental materials must be submitted, in writing, to the Principal on the form "Citizen's Request for Review of Materials" (see Attachment A). A copy of the request will be forwarded to the Department Chair and classroom teacher.
2. A committee shall be formed to review the material. The committee shall be selected by the principal and shall include staff members who are familiar with the work in question.
3. The citizen's written request, together with the recommendation of the committee to retain the material, restrict its use, or remove it from the classroom, shall be submitted to the Superintendent/designee for review.
  - a. If the Superintendent/designee concurs in the recommendation of the committee, he/she shall notify the committee and the citizen of his/her decision in writing.

- b. If the Superintendent/designee questions the recommendation of the committee, he/she shall reconvene the committee for further discussion. In the event that agreement is not reached, the Superintendent/designee shall determine the disposition of the material and shall notify the committee and the citizen of his/her decision in writing.

- c. Should the citizen disagree with the disposition of the material as determined by the Superintendent/designee, the citizen may appeal to the School Board for reconsideration.
  - d. Before a vote is taken by the Board of School Directors in an appeal beyond the Superintendent's decision, each member of the Board shall read the text in its complete version.
  - e. The decision of the Board shall be final.
4. The Principal shall determine whether the materials in question shall remain in use during the review process.

**MUHLENBERG SCHOOL DISTRICT**

**CITIZEN'S REQUEST FOR REVIEW OF MATERIALS**

Author \_\_\_\_\_

Title \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

If citizen represents an organization, please identify:

\_\_\_\_\_

Prior to completing this form, we request that you have read or viewed the work in its entirety.

1. Have you read/viewed the entire work?      Yes \_\_\_\_\_      No \_\_\_\_\_

2. Provide a summary of the work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Explain your concerns about the work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In what ways do you think this work is not suitable for the intended use by the teacher or librarian?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Citizen

\_\_\_\_\_  
Date

**MUHLENBERG SCHOOL DISTRICT**  
**NOVEL DESCRIPTION FORM**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Grade Level of Intended Use: \_\_\_\_\_

Plot Summary:

\_\_\_\_\_

—

\_\_\_\_\_

—

\_\_\_\_\_

Violence: \_\_\_\_\_ Profanity \_\_\_\_\_ Sexual Content \_\_\_\_\_

MUHLENBERG SCHOOL DISTRICT

REQUEST FOR ALTERNATIVE ASSIGNMENT

**AUTHOR:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_ **GRADE LEVEL:** \_\_\_\_\_

State your objection(s) to this work. Explain how this work violates your moral or religious beliefs.

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Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

Copies to: Principal, Department Chair

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Title of Alternative Assignment:

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Date of assessment plan meeting: \_\_\_\_\_

Description of the assessment plan:

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Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies: Principal, Department Chair

**MATERIALS SELECTION PROCESS**

Textbooks, courseware, and other learning resources should be reviewed on a cyclical basis as curriculum is reviewed. Materials selections are made by department or grade level members following approval by the Building Principal and the Department Coordinator. A variety of texts/materials should be reviewed prior to making a final decision. Other school districts should be consulted about student and teacher reaction to the materials. The text/materials are then recommended to the Curriculum Council, which reviews the selection and forwards a recommendation to the Superintendent/Designee for possible inclusion in the annual materials list for school board adoption. All purchases must be funded through the building allocation or through special budgetary allocation. No text/material will be approved without the necessary funding available.

It is recommended that a material selection committee include the following representatives: Teachers of the subject/grade level; at least one teacher from the next grade or course; Building Principal; and Department Coordinator. If the text/material is for multi-grade use, a pilot study may be recommended to gauge student and teacher response.

Title \_\_\_\_\_

Publisher \_\_\_\_\_  
\_\_\_\_\_

Content Area \_\_\_\_\_

Grade Level \_\_\_\_\_ Readability Level \_\_\_\_\_

Main Text or Courseware \_\_\_\_\_ Enrichment/Remediation \_\_\_\_\_

Selection Committee \_\_\_\_\_

Reason for recommendation/non-recommendation  
\_\_\_\_\_  
\_\_\_\_\_

Route to:

\_\_\_\_\_  
Department Coordinator

\_\_\_\_\_  
Recommendation and Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Recommendation and Date

\_\_\_\_\_

\_\_\_\_\_

Superintendent/Designee

Curriculum Council Approval Date

**MUHLENBERG SCHOOL DISTRICT  
Materials Selection Form**

Title \_\_\_\_\_

Price \_\_\_\_\_

**RATING SCALE**

	Poor	Fair	Good	Outstanding
<b>Instructional Design</b>				
Clear Objectives	_____	_____	_____	_____
Logical Sequence/ Organization of Content	_____	_____	_____	_____
Readability	_____	_____	_____	_____
Variety of formats and prompts to address the needs of all learners	_____	_____	_____	_____
Variety of Assessment Tools	_____	_____	_____	_____
Activities for Remediation & Enrichment & Tutorials	_____	_____	_____	_____
Promotes Use of Communications Skills	_____	_____	_____	_____
Educational Significance	_____	_____	_____	_____
<b>Content</b>				
Accuracy/Validity	_____	_____	_____	_____
Aligns with K - 12 Curriculum	_____	_____	_____	_____
Focus on Diversity - Gender, Culture, Ethnic	_____	_____	_____	_____
Aesthetic Appeal/Graphics/Illustrations	_____	_____	_____	_____
Career Applications	_____	_____	_____	_____
Integration of Other Content Areas	_____	_____	_____	_____
Absence of Violence/Profanity	_____	_____	_____	_____
<b>Student Use</b>				
Management - Ease of Use	_____	_____	_____	_____
Clear, Precise Directions	_____	_____	_____	_____
Motivation/Interest	_____	_____	_____	_____
Reference Sections & User Support	_____	_____	_____	_____
<b>Teacher Use</b>				
Integration with Curriculum	_____	_____	_____	_____
Management/Recordkeeping	_____	_____	_____	_____
Teacher's Manual	_____	_____	_____	_____
Support Services	_____	_____	_____	_____
<b>Technical Aspects (for associated software)</b>				
Bug Free	_____	_____	_____	_____
Appropriate Graphics	_____	_____	_____	_____
Appropriate Sound	_____	_____	_____	_____
Ease of Installation	_____	_____	_____	_____
Hardware Compatibility	_____	_____	_____	_____
Networkability	_____	_____	_____	_____
Tutorial	_____	_____	_____	_____
On-Line	_____	_____	_____	_____
Upgrades	_____	_____	_____	_____
<b>Economic Aspects</b>				
Price	_____	_____	_____	_____
Service Contract/Training	_____	_____	_____	_____
Guarantee/Warranty	_____	_____	_____	_____
<b>Overall Rating</b>	_____	_____	_____	_____

What features of the associated software do you like the best?

What limitation have you discovered in reviewing the associated software?

Would you recommend purchasing the associated software to other educators at the above price?

How are technology and text materials used in cooperation? How will they be used together? Does our hardware support the software? (CD ROM) (VIDEO TAPES) (FLOPPY DISK) (VIDEO DISK) (AUDIO TAPE)

How do the materials prepare students for future employment?

What limitations have you discovered in reviewing these materials?

What information is available from other districts using these materials?

How does the purchase price compare to the cost of other materials?

Other Comments:

**MUHLENBERG SCHOOL DISTRICT  
Software Evaluation Form**

Software Product Name \_\_\_\_\_

Publisher \_\_\_\_\_

Content Area \_\_\_\_\_

Grade Level \_\_\_\_\_ Other \_\_\_\_\_

Intended Use: Courseware \_\_\_\_\_ Enrichment/Research \_\_\_\_\_ Administrative \_\_\_\_\_

**RATING SCALE**

	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Outstanding</b>
<b>Instructional Design</b>				
Clear Objectives	_____	_____	_____	_____
Presentation Logic	_____	_____	_____	_____
Readability Level	_____	_____	_____	_____
Educational Significance	_____	_____	_____	_____
<b>Content</b>				
Accuracy/Validity	_____	_____	_____	_____
Grammar/Spelling	_____	_____	_____	_____
Gender Equity	_____	_____	_____	_____
Culturally Diverse	_____	_____	_____	_____
Absence of Violence/Profanity	_____	_____	_____	_____
<b>Student Use</b>				
Ease of Use	_____	_____	_____	_____
Clear, Precise Directions	_____	_____	_____	_____
Learner Control	_____	_____	_____	_____
Motivation	_____	_____	_____	_____
Manuals	_____	_____	_____	_____
<b>Teacher Use</b>				
Management	_____	_____	_____	_____
Recordkeeping	_____	_____	_____	_____
Integration with Curriculum	_____	_____	_____	_____
<b>Technical Aspects</b>				
Bug Free	_____	_____	_____	_____
Appropriate Graphics	_____	_____	_____	_____
Appropriate Sound	_____	_____	_____	_____
Ease of Installation	_____	_____	_____	_____
Hardware Compatibility	_____	_____	_____	_____
Networkability	_____	_____	_____	_____
Tutorial	_____	_____	_____	_____
On-Line Help	_____	_____	_____	_____
<b>Economic Aspects</b>				
Price	_____	_____	_____	_____
Software Support	_____	_____	_____	_____
Guarantee/Warranty	_____	_____	_____	_____
Service Contract	_____	_____	_____	_____
Upgrades	_____	_____	_____	_____

What features of this software do you like the best?

What limitations have you discovered in reviewing this software?

Would you recommend purchasing this software to other educators at the above price?

**Overall Rating:**     **Poor**             **Fair**             **Good**             **Outstanding**

Comments:

Evaluator Name \_\_\_\_\_ Position \_\_\_\_\_ Grade Level \_\_\_\_\_

(Please return this form to your cluster coordinator)

**MUHLENBERG SCHOOL DISTRICT  
Video Selection Form**

Title \_\_\_\_\_

Publisher \_\_\_\_\_  
\_\_\_\_\_

Content Area \_\_\_\_\_ Grade Level \_\_\_\_\_

Video Use: Direct Instruction \_\_\_\_\_

Enrichment \_\_\_\_\_

Remediation \_\_\_\_\_

Reason for recommendation/non-recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title \_\_\_\_\_

	<b><u>RATING SCALE</u></b>			
	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Outstanding</b>
<b>Areas of Consideration</b>				
Clear Objectives	_____	_____	_____	_____
Organization of Content	_____	_____	_____	_____
Educational Significance	_____	_____	_____	_____
Accuracy/Validity	_____	_____	_____	_____
Alignment Curriculum	_____	_____	_____	_____
Aesthetic Appeal	_____	_____	_____	_____
Absence of Violence/Profanity	_____	_____	_____	_____
Technical Aspects	_____	_____	_____	_____
Economic Aspects (Price, Service Contract, Guarantee)	_____	_____	_____	_____
<b>Overall Rating</b>	_____	_____	_____	_____

**MATERIALS SELECTION**

Policy Addendum for the First Year of Enactment

I. Supplementary Novels

A. Responsibility for Approval of Supplementary Novels

1. An amended Districtwide Textbook/Software/Video Listing will be submitted to the Board of Directors for approval in June. The supplementary novels will be eliminated from Districtwide Textbook/Software/Video Listings pending the completion of the Novel Description Form for each recommended novel.
2. The recommended supplementary novels list will be submitted to the Board of Directors for approval when the Novel Description Form, including plot summary and checklist of content descriptors for each novel, is completed.
3. The English Department Chairperson will determine the division of responsibility and timeline for completing the Novel Description Form for each novel on the recommended supplementary list.
4. Teachers will be paid at the contractual rate of \$22.00 per hour to complete the novel description forms. Time to complete the review and description of each novel shall not exceed 30 minutes per book.
5. The completed and approved supplementary novels list will be mailed to parents/guardians.