

2530 SELECTION OF RESOURCE MATERIALS

Philosophy

The policy provides for selection of educational resources at varying levels, with diversity of appeal and the presentation of different points of view to meet the informational needs of the school community. The resource materials should complement the curricula and offer each student an opportunity to extend boundaries of knowledge and explore interests beyond classroom assignments. The Board of Education will provide resource materials to implement district and school educational goals and objectives as pupil needs dictate and district resources permit. Such materials include supplementary titles, library print and non-print materials, on-line resources and other resources of information for use by pupils that are not designated as textbooks.

The Superintendent or designee shall be responsible for the selection recommendation, and maintenance of all resource materials. The following criteria should be used in the selection and recommendation of resource materials.

Resource materials should:

1. support the educational goals of the District and the objectives of individual schools and specific courses;
2. stimulate growth in factual knowledge, critical analysis of differing sides of issues, literary appreciation, aesthetic values, and recognition of various societal values.
3. suit the varied interests, abilities, reading levels, and maturation levels of the pupils to be served.
4. provide, when possible, major opposing views on controversial issues so that pupils develop under guidance the practice of critical reading and thinking.
5. represent, when possible, the many religious, ethnic, and cultural groups and their contributions to global heritage.

In addition to the above, the Superintendent or designee will put in place a review process for selecting resources. The review process will include the following:

1. Input of teaching staff members, particularly those teachers who will be using the materials as an integral part of the instructional program.
2. Written request of the material which reflects the consensus of the teaching staff involved in the review.

PROGRAM
2530
Selection of Resource Materials

Regulations Follow

Page 2 of 2

The Superintendent or designee, will develop regulations for the selection of resource materials that provide for the effective consultation of teaching staff members at all appropriate levels; ensure that the Board's budgetary allotment for resource materials is efficiently spent and wisely distributed throughout the instructional program and district; and ensure an inventory of resource materials that is well balanced and well rounded in coverage of subject, types of materials, and variety of content.

The Superintendent or designee will evaluate the continuing effectiveness and utility of resource materials and recommend to the Board the removal of those materials that no longer meet the tenets set forth in this policy. A public request for the removal of resource materials will be governed by Policy No. 9130 on public complaints.

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R 2530 RESOURCE MATERIALS

A. Definition

“Resource materials” are the sources of information that have not been designated as textbooks and are generally shared by individual pupils. Such materials include supplementary titles, library print and non-print materials, on-line resources and other resources of information for use by pupils that are not designated as textbooks. Resource materials may be maintained in classroom library collections, school bookrooms, in the school library or media center and on district digital platforms.

B. Selection Process

1. Teachers will submit written requests for new or revised materials in grades K-5 first to the Building Administrator who will review and forward to the Content Area Supervisor. In grades 6-12, teachers will submit first to the appropriate Content Area Supervisor who will review and forward to the Building Administrator. Each request should include:
 - a. name and originator of work;
 - b. its publisher or distributor;
 - c. a brief description of the material; and
 - d. the reason for the request, including the relevance of the material to the instructional program
2. The Content Area Supervisor and/or Building Administrator will measure each recommendation against the criteria set forth in Policy 2530 and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.
3. The Content Area Supervisor and/or Building Administrator will submit to the Assistant Superintendent for Curriculum, Instruction and Programs a list of recommended purchases.

C. Review Process

The process to be applied in the review of resource materials are those set forth in Policy No. 2530. The review process will include the following:

1. Input of teaching staff members, particularly those teachers who will be using the materials as an integral part of the instructional program.
2. Written request of the material which reflects the consensus of the teaching staff involved in the review.
3. Real-time online resources available through subscription will be reviewed during each budget cycle for effectiveness, appropriateness and relevance. Non-subscription web-based reference resources will be evaluated for appropriateness by staff on an ongoing basis. Concerns about access to any online resource will be brought immediately to a Building Administrator and Content Area Supervisor who will determine if the Chief Technology Officer should suspend access by blocking the site until it is determined the site can continue to be accessed.

D. Maintenance of Resource Materials

The Content Area Supervisors will conduct a periodic review of resource materials to determine their:

1. continuing usefulness,
2. relevance to the curriculum,
3. representation of the needs and interests of all grade levels, subject areas, and departments,
4. balance of content, types of material, and manner of presentation,
5. physical condition

E. Gifts of Resource Materials

Gifts of resource materials will be accepted at the discretion of the library media specialist and building principal when they meet the same criteria as that of original purchases, require no special conditions, and may be disposed of as warranted. All gifts must be approved by the Superintendent and the Board of Education.

F. Complaints About Resource Materials

A complaint about reference materials shall be handled in accordance with Policy 9130 and Regulation 9130.