

**SELECTION, EVALUATION, AND USE OF PRINT
AND NON-PRINT RESOURCES**

These guidelines shall be used by staff during the process to select and use required and supplemental instructional material in the classroom.

Definitions

1. **Print material** - consists of all written material, excluding non-print resources, which support course framework. Examples of print resources include, but are not to: textbooks, workbooks, reference books, newspapers, journals, and magazines.
2. **Non-print material** - consists of all forms and channels of communication, excluding print sources, which support course framework. Examples of non-print resources include, but are not limited to: Reproducibles, art prints, charts, community resource speakers, compact discs, computer software, audiovisual and digital technology, flash cards, games, kits, maps, models, pictures, radio programs, tape recordings, television programs, digital audio materials and DVD's.
3. **Required material** – includes all instructional material, selected by staff, that must be used by the classroom teacher to support the objectives of a specific course framework.
4. **Supplementary material** – includes all instructional material, selected or created by staff, that may be used by the classroom teacher to enrich the course framework.

Selection

1. Materials shall be consistent with the district Strategic Plan.
2. Materials shall contribute to the standards defined in course frameworks.
3. Materials shall be appropriate for the age, emotional development, ability level, and and social development of the students for whom the materials are selected.
4. Materials shall present a reasonable balance of opposing sides of controversial issues so that students may develop the practice of critical thinking. When no opposing side of an issue is currently available, the nature of the bias will be explicitly discussed and explained to the student.

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5. Materials shall provide a background of information which will enable pupils to make intelligent judgments.
6. Materials shall provide a stimulus for creative reading, writing, listening, thinking, speaking, and viewing.
7. Materials shall reflect a pluralistic society. Materials shall reflect equality of the sexes and foster respect for women as well as ethnic, religious, and minority groups.
8. Materials shall be aesthetically appealing and of acceptable technical quality.

Evaluation

1. Is the material authentic?

- a. Is the material factually accurate?
- b. Is the material up-to-date?
- c. Are the author and/or producer well qualified?
- d. Are translation and retellings faithful to the original?

2. Is the material appropriate?

- a. Does it promote the educational goals and objectives of the planned course?
- b. Might the material be considered objectionable?
- c. Is it appropriate to the level of instruction intended?
 - is the vocabulary appropriate?
 - are the concepts appropriate?
 - are the methods of development appropriate?
- d. Is the controversial material presented impartially?
- e. Is this material suitable to the curriculum?
- f. Does this material present information that other approved sources do not?
- g. Does this material give a new dimension or direction to currently approved sources?

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3. Will the material catch and hold the interest of the users?

- a. Will the material stimulate the curiosity of the user?
- b. Will the material appeal to many students?

4. Is the content of this material well-organized and well-balanced?

- a. Have the principles of learning been followed in developing the material, e.g., reinforcement-transfer?
- b. Does the material achieve its stated purpose?
- c. Is the content appropriate for presentation in this format?
- d. Does the material complement printed and other teaching resources in the same subject area?
- e. Is the quality of the script or commentary satisfactory?

5. Is the technical quality of this material labeled?

- a. Is the material clearly labeled?
- b. Is the size and quality of print readable?
- c. Is the quality of sound satisfactory?
 - are the speakers' or actors' voices clear and understandable?
 - is the music free from distortion?
 - are advance signals clearly audible?
- d. Is the packaging sturdy and durable?
 - does it lend itself to multimedia shelving?
 - are film containers clearly labeled?
 - is film of high technical quality? (photography, handling of subjects, editing)

6. Is the cost of this material justified?

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Use

1. The use of all resources shall meet copyright laws and procedures.
2. All resources shall be previewed by the teacher before presenting it to the class.
3. Teachers shall exercise discretion in the use of controversial and/or sensitive materials. When in doubt, the curriculum coordinator and principal shall be consulted.
4. As a general rule, “R” rated movies may not be shown to students. However, limited exceptions to this may be granted if it is determined that an “R” rated film is critically acclaimed and directly relevant to the planned course, the following guidelines apply:
 - a. All material shall be previewed and recommended for use by the teacher and the curriculum coordinator.
 - b. The principal shall approve the showing of the “R” rated movie.
 - c. A letter must be sent home to parents, by the initiating teacher, outlining the purpose of the movie and the teacher’s intent/purpose in utilizing the material.
 - d. Parent permission, in written form, is required for all students prior to viewing the presentation. Those students or parents objecting to a presentation are to be excused without penalty. An alternative assignment will be given.
 - e. No teacher is required to show an “R” rated movie. The showing of “R” rated material would be based on the individual merits of a particular film and the teacher’s professional judgment.
5. The following materials are approved for supplementary use as long as the material meets the selection and evaluation standards of the school district.
 - a. Bucks County Intermediate Unit materials.
 - b. Print and non-print material housed in the district and/or school library-media centers.

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- c. Print and non-print material selected and approved by the building or curriculum coordinator for a specific subject area.

- 6. The use of outside speakers must be pre-approved by the principal or designee.
- 7. If the material is determined to be worthy of permanent inclusion in the course framework, then the appropriate copyright and district approvals are required.