

Administrative Procedures for Adoption of Instructional Resources and Materials
(Attachment for Policy No. 108)

Purpose:

Title 22, Chapter 4 of the Pennsylvania Code provides the Board with the established academic standards for public education supported by instructional resources and materials. In order to meet the aforementioned expectation, the School District of Philadelphia will provide high quality instructional resources and materials using a formalized selection process.

Definitions:

Instructional resources and materials include but are not limited to textbooks and supplemental instructional materials in hard copy and electronic formats.

Procedures:

The selection procedure for instructional resources and materials will be a collaborative process involving committees comprised of designated District personnel, school personnel, and, when applicable, community members. These committees will review core and supplemental instructional resources and materials and recommend only materials of the highest quality that are able to support the District's curriculum, its students' varying levels and the District's overall goals. Every effort will be made to ensure that instructional resources and materials are distributed equitably among the District's schools.

1. A formally defined selection procedure shall be established and made known to internal and external stakeholders.
 - a. The selection procedure will be a collaborative process involving representative committees of designated District personnel, school personnel, and community members (when applicable) that are representative of our student body and community.
2. The Chief Academic Officer (CAO) or his/her designee(s) will establish an Instructional Resources and Materials Review Committee. The committee structure will be dependent upon the nature of the resource and its use. Membership criteria will be based on the following considerations: subject, course, and/or instructional level, professional experience, and level of expertise.
3. The committee(s) will recommend core and/or supplemental instructional resources and materials of the highest quality which support the curriculum, District goals, and are inclusive of students' and community needs and interests.
 - a. Content of titles selected shall be in accordance with professional criteria of validity, democratic consideration of respect for all people, adherence to the adopted curriculum, and the abilities and maturity of the student user.

- b. Wherever possible, materials shall be inclusive of religious, racial, ethnic, and cultural groups and their contribution to the heritage of the United States.
 - c. Examination of available offerings shall be made by professional staff who, if advisable, may consult with non-school representatives.
 - d. In instructional resources and materials, where controversial issues are discussed, opposing viewpoints shall be presented.
4. The instructional resource selection committee(s) will make their recommendations to the CAO and Superintendent.
 5. A listing of all approved instructional resources and materials shall be prepared for use by staff and available for public review.
 6. Inventories shall be maintained by schools, to assist in requisitioning.
 7. Wherever possible, use of textbooks for home study shall be encouraged.
 8. No student shall be denied use of required instructional resources or materials because of financial need.

Maintenance Schedule:

These administrative procedures should be reviewed yearly by the Office of Academics.