

InstructionSelection and Review of Instructional and Media MaterialsA) Assignment of Responsibility

The Board of Education reserves responsibility for the final acquisition and removal of materials, but the responsibility for the selection and de-selection of materials is delegated to the Superintendent, with the assistance of the Director of Instructional Services (DIS), and other instructional and media staff, to establish procedures and regulations for the selection and de-selection of instructional and media materials, reviewing their effectiveness, and dealing with complaints/challenges concerning instructional and media materials.

B) Criteria for Instructional Materials

The selection of instructional materials shall be made in accordance with Board of Education policies, legal requirements, and reflect the following philosophy:

1. To provide materials that will stimulate growth in factual knowledge, practical skills, literary appreciation, aesthetic values, and ethical standards.
2. To provide a background of information which will enable students to make intelligent judgments in their daily life.
3. To provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students served.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical thinking and analysis.
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. To place principle above personal opinion and reason above prejudices in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the instructional materials.
7. Selection criteria shall also consider the criteria that could later lead to its de-selection, as set forth below.

C) Criteria for Media Materials

The selection of media materials shall be made in accordance with Board of Education policies, legal requirements, and reflect the following philosophy:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic, written selection principles, and to provide maximum accessibility to these materials.
2. To provide materials that will support the curriculum, and provide materials on opposing sides of controversial issues, taking into consideration the individual's needs, and the varied interest, ability, socio-economic backgrounds, and maturity levels of the students served.
3. To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.
4. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American World Heritage and Culture, thereby enabling students to develop an intellectual integrity in forming judgments.

To provide qualified professional personnel to serve teachers and students.

Selection criteria shall also consider the criteria that could later lead to its de-selection, as set forth below.

D) **Criteria for De-Selection**

The criteria for de-selection shall be centered on the criteria for selection of instructional and media materials as previously set forth. Specific criteria for de-selection shall further include:

1. physical condition of the material,
2. physical space availability for the material considering value of competing materials,
3. educational significance,
4. appropriateness for the targeted audience,
5. accuracy, superseded by more current materials, or subject matter no longer needed to support the curriculum,
6. translation integrity where applicable,
7. potential or past demand, and
8. obscene, excessively vulgar, or harmful to minors.

Those considering de-selection may also solicit any professional written reviews of the material, ratings of the material (such as the Motion Picture Association of America ratings for movies), and any comments by library experts and appropriate audiences.

E) **Procedures for Reconsideration of Materials**

Occasional objections to some materials may be voiced despite the care taken in selection and qualification of the personnel selecting materials. The following procedures apply equally to all complaints/challenges whether they be from students, parents, school personnel or district patrons.

1. Complaints/challenges should be presented to the Principal of the school where the material is used. In the event the person with the concern does not wish to make a formal complaint/challenge, the concern may be expressed to the Principal at the school at which the material was received. The Principal shall submit informal concerns to the Superintendent for the Superintendent's consideration.
2. Formal complaints/challenges about instructional materials must be presented in writing on a form (see Form 6300A) approved by the board of education. In the absence of such a form, the complainant shall be required to submit a written complaint/challenge setting forth: complainant's identity, material challenged, detailed statement of reason(s) for challenging the material, action the complainant is requesting, and such other information as the Principal may reasonably request.
3. When a formal written complaint/challenge is completed and returned to the principal, the principal will discuss the issue and the procedures to be followed in resolving the issues with the person filing the complaint/challenge. The principal with whom the complaint/challenge was filed shall notify the other school administrators and also advise those faculty members who may use the instructional material, or the media staff in the case of media material, that a complaint/challenge has been filed. School administrators (principal and DIS) shall appoint a committee including staff members from the affected building(s) to study the complaint/challenge.
4. The instructional or media materials under review shall be posted on the district website. The public will have at least two weeks to provide feedback relative to the instructional or media materials under review, prior to the committee officially reviewing the materials.
5. The review committees shall consider the de-selection criteria, along with district philosophy, the professional judgment of teachers, reviews of the material by other competent authorities, compatibility with the school district's adopted curriculum, the teacher's stated goals, as well as the views of the complainant. The review committee's recommendation and all accompanying rationale shall be forwarded to the board of education for its review and final decision. The school board's decision may be to remove the material in question from district use, to modify the material for continued uses, or to reject the complaint/challenge and continue to use the material. The final decision shall be communicated to the person filing the complaint/challenge.
6. Any materials identified in a complaint/challenge may remain in use pending its review and its disposition by the board of education. Principals may, upon written request of parent(s), excuse students from using the material, or may direct teachers to use suitable substitutes, and in the case of challenged media material the Principal may place the material on a reserve shelf where it may be checked out by students only with written parent permission. However, the school shall reserve the right to require students to use material or to engage in activities which are a part of regular and/or required curricular activities.
7. Where the same or essentially the same materials have been the subject of a challenge which has been decided by the board, and another complaint/challenge is made against the material by either the same or a different person, the complaint/challenge shall be considered by the Superintendent or designee, who may deny the complaint/challenge without following the review procedure. In

considering the complaint/challenge, the Superintendent or designee shall consider whether the complaint/challenge raises any substantially different issue than that previously decided by the board.

8. Materials which have been challenged and retained may, in the discretion of the Director of Instructional Services or designee, be placed in a restricted content section where it may be accessed and checked out by students only with written parent permission (see Form 6300B). The criteria for selection for restricted content placement include the level of parent concerns over the material and recommendations made during the challenge process. Materials which have not been challenged may also be placed in the restricted content section when the materials are similar in content to other materials placed in the restricted content section.

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