

**606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

**I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

**II. GENERAL STATEMENT OF POLICY**

The School Board recognizes that selection of textbooks and instructional materials is a vital component of the School District's curriculum. The School Board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

**III. RESPONSIBILITY OF SELECTION**

A. While the School Board retains its authority to make final decisions on the selection of textbooks and instructional materials, the School Board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the School Board delegates to the superintendent and **Learning and Teaching Office of E-12 Education** the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.

B. **Selection Criteria**  
In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials **that which:**

1. support the goals and objectives of the education programs;
2. consider the needs, age, and maturity of students;
3. foster respect and appreciation for **and reflect gender, disability, and cultural and racial** diversity and varied opinion;
4. fit within the constraints of the school district budget;

5. are in the English language. Another language may be used, pursuant to Minn. Stat. § 124D.61;
  6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
  7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent and ~~Executive Director of Learning and Teaching~~ the Office of E-12 Education shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall actively seek input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

#### IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent, or designee, shall be responsible for keeping the School Board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent, or designee, shall present a recommendation to the School Board on the selection of textbooks and other instructional materials from available resources after completion of the review process as outlined in this policy.

#### V. STUDENT/PARENT/GUARDIAN RESPONSIBILITY FOR INSTRUCTIONAL MATERIALS

- A. The School District may charge fees for rental of school-owned equipment and specialized materials or services as authorized by the Minnesota Public School Fee Law, Minnesota Statutes section 123B.34 to 123B.39, or other law.
- B. Students may be asked to furnish some necessary supplies as provided in the Minnesota Public School Fee Law, Minnesota Statutes section 123B.34 to 123B.39, or other law.

## VI. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. ~~Interested persons~~ Parents or guardians of a District student or a District student who is eighteen years of age or older may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials [Minn. Stat. § 120B.20, (Parental Curriculum Review)].  
(Please note that the selection of library books and requests to remove a library book is governed by District Policy 606.5.)
- B. The superintendent, or designee, shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials. ~~Any individual wishing~~ A parent or guardian of a District student or a District student who is eighteen years of age or older who wishes to suggest such a reconsideration ~~should~~ shall ~~call~~ contact the District Administration Office to request the District 742 Review of Resources Procedure. The superintendent shall inform board members of all formal requests for reconsideration. District will maintain a record of all reconsideration for three years.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this document.

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction ~~Curriculum~~)  
Minn. Stat. § 120B.20, (Parental Curriculum Review)  
Minn. Stat. § 120B.235 (American Heritage Education)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-124D.61 (~~Limited~~ Education for English Learners Act Proficiency)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, ~~108 S.Ct. 562, 98 L.Ed.2d 592~~ (1988)  
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

**Cross References:** Board Policy 603 (Curriculum Development)

Board Policy 604 (Instructional Curriculum)

**BOARD POLICY 606**

St. Cloud Area School District 742

St. Cloud, Minnesota

Adopted: April 26, 2001

Revised: August 8, 2012

Revised: March 8, 2017

Reviewed/No Change: May 2019

Revised: March 2, 2022

## DISTRICT 742 REVIEW OF RESOURCES PROCEDURE

The intent of this procedure is to provide parents, and guardians of District students, and District students who are eighteen years of age or older the opportunity to review textbooks or other instructional resources (hereinafter referred to as resources), register present concerns, and receive alternative instruction.

The intent is NOT to interfere with the rights of others to receive instruction or have access to individual educational materials, nor does it exempt the student from meeting performance standards (outcomes).

1. When a District parent, guardian, or student (hereafter referred to as “individual”) demonstrates has a concern about a textbook or other instructional material, the individual will direct requests for an opportunity to review resources to the appropriate administrator building principal.
2. The administrator principal will:
  - a. address each concerned person’s request with confidentiality;
  - b. schedule a review of the resources;
  - c. inform the classroom instructor(s), (and the affected department, if appropriate), of the materials in question;
  - d. make every effort to resolve the concerns during the initial contact;
  - e. provide and explain the Minnesota State Statute and the School District’s policy and procedure;
  - f. inform the concerned person(s) that resource(s) in question may not be required, but essential learner outcomes must be met; and
  - g. advise the individual(s) to complete Form A, “Statement of Concern Regarding Instructional Content,” for unresolved concerns.

NOTE: If the concern(s) can be resolved by providing alternative resources (materials and/or instruction) for the individual(s) bringing the concern, the Alternative Instruction Procedure will be followed.

If the concern(s) is of a broader nature and can only be resolved by reconsidering the use of resources (materials and/or instruction) district-wide, the Reconsideration of Resources Procedure will be followed.

3. Alternative Instruction

- a. Upon receipt of a statement of concern, school personnel will facilitate a meeting among the concerned parties and, if appropriate, propose a reasonable alternative form of instruction as described in Form B, “Alternative Instruction Contract.”
  - b. If the school proposal is not acceptable, the individual(s) will develop an alternative plan to address the identified outcomes at no cost to the District.
4. Assessment Procedures
- a. District personnel will determine an appropriate assessment. The school will not ~~impose~~ impose academic or social penalties as a result of alternative instruction.
  - b. Upon completion of the Alternative Instruction Contract, the student will be granted credit or a grade for the work.

**Reconsideration of Resources Procedure**

1. Initial Response to Challenged Resources

When resources are challenged, they will be carefully reviewed in the light of the specific objections which have been raised. The ~~unit administrator~~ building principal will send a copy of Form A and a brief letter to the complainant within 10 days. Copies will be sent to the staff member involved, the ~~Director of Instructional Technology and Media~~; the ~~Assistant Superintendent of Teaching Learning and Development~~; and the Superintendent.

2. Status of Challenged Resources

The resources in question will continue to be available for use in the curriculum during the reconsideration process.

3. Completed Complaint Form

The ~~unit administrator~~ building principal will send copies of the completed form to the staff person involved, the department ~~chairperson~~ lead, ~~unit media specialist~~, the ~~Director of Instructional Technology and Media~~; and the ~~Assistant Superintendent of Teaching Learning and Development~~ within 10 days. ~~If the resource pertains to the media center, the Director of Instructional Technology and Media will inform all media specialists.~~ If the resource pertains to a specific curriculum area (i.e., social studies at Tech), the ~~Associate Assistant Superintendent of Teaching and Learning~~ will notify corresponding areas in other District units (i.e., social studies at Apollo.)

4. Meeting of Informal Review Committee

After individual study of the completed form with the statement of concern, the ~~unit administrator~~ ~~building principal~~ will hold a meeting of the staff person involved, the department ~~chairperson~~ ~~lead~~, ~~the unit media specialist~~, the Director of Instructional Technology and Media (or designee), and the appropriate E-12 Director Associate Superintendent of Teaching and Learning (or designee) to discuss the rationale for the use of the challenged resource. Of concern to the Committee should be the ~~objectives in the Statement of Selection~~, the ~~Criteria for Selection~~ (set forth outlined in ~~Administrative Procedures 606A~~ Board Policy 606 this document), and professional reviews of the resource. This meeting will take place within 10 ~~school~~ days of receiving the completed complaint form.

5. Informal Conference with Complainant

The ~~unit administrator~~ ~~building principal~~ will schedule a conference with the complainant and the personnel specified above to review the objection and discuss the usage of the resource. At this conference, it is important to discuss ~~the Selection Criteria~~, curriculum objectives, ~~selection objectives~~, ~~criteria for selection~~, and professional reviews. This conference will take place within 15 ~~school~~ days of receiving the completed complaint form.

6. Report of Conclusion

After the informal meeting with the complainant, the ~~building principal~~ ~~unit administrator~~, the Director Instructional Technology and Media, the E-12 Director Assistant Superintendent of Teaching Learning and Development, and the department ~~lead~~ ~~chairperson~~, the staff member, ~~and the unit media specialist~~ will come to a decision regarding the future use of this resource in the school program. The decision should be based on the ~~curriculum objectives~~, ~~selection criteria~~, and ~~professional reviews stated objectives~~, ~~principles and criteria listed in this document~~. The ~~unit administrator~~ ~~building principal~~ will notify the complainant, and other appropriate personnel of the decision within 30 days.

7. Appeal

If either the complainant or the licensed staff concerned is not satisfied with the decision of the Informal Review Committee, an appeal may be filed with the District Review Committee ~~co-chaired~~ ~~chaired~~ by the Assistant Superintendent Associate Superintendent of Teaching and Learning and the Director of Instructional Technology and Media.

8. District Review Committee

a. Membership

Membership shall consist of the Director of Instructional Technology and Media; Assistant Superintendent of Teaching, Learning and Development; one District media specialist; one unit administrator building principal; two classroom teachers; two members of the public from the Teaching, Learning and Development–District Advisory Committee (TL&D), and two students (optional, as appropriate). Members shall be appointed for staggered terms of three years. Staff involved in each individual complaint will be utilized as needed.

b. Procedure

- 1) The District Review Committee will request a written rationale from the staff person concerned (Certified Staff Rationale for Resource Use) as well as Form A, Statement of Concern Regarding Instructional Resources, from the complainant. Additional statements by the complainant may be added to this request form.
- 2) The Review Committee will read, view, or listen to the challenged resource in its entirety.
- 3) The Review Committee will check general acceptance of this resource if possible by reading reviews by qualified sources.
- 4) The Review Committee will determine the extent to which the resource meets the Selection Objectives and the Criteria listed in Administrative Procedures Board Policy 606A (elsewhere in this document).
- 5) The Review Committee will present a written decision to the staff member concerned, the unit administrator building principal and the complainant.
- 6) The Review Committee will send copies of its decision to the appropriate District personnel and the Board of Education.

9. Final Appeals

If either the complainant, the certified staff or the unit administrator building principal is not satisfied with this decision, an appeal may be made directly to the School Board



superintendent within twenty (20) calendar days after the Review Committee has made its decision. The superintendent will notify the School Board of the appeal. All written materials gathered by the Review Committee will then be made available to the Board.

If either the complainant, the certified staff or the building principal is not satisfied with this decision of the superintendent, an appeal may be made directly to the School Board within twenty (20) calendar days after the superintendent's decision.



FORM A

**ST. CLOUD AREA SCHOOL DISTRICT 742**

STATEMENT OF CONCERN REGARDING INSTRUCTIONAL RESOURCES

Request Initiated By: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Building: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Course/Subject: \_\_\_\_\_

1. Specific description of instructional resource(s) in question:

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2. Specific concerns regarding the resource(s) in question:

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3. Have you examined the resource(s) in its entirety?  Yes  No

If no, please explain

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(A separate form shall be used for each resource in question.)

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4. My concern can be resolved by:

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(State whether the concern is limited to an individual student or resource, or  
if it requires changes which would affect the entire District.)

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Signature of Concerned Person(s)

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Date



**ST. CLOUD AREA SCHOOL DISTRICT 742**

**CERTIFIED STAFF RATIONALE FOR MATERIAL USE**

Name: \_\_\_\_\_ School: \_\_\_\_\_

Position: \_\_\_\_\_

Description of Resource:

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

Author/Creator: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

Type of Resource (Book, Video, etc.) \_\_\_\_\_

1. What do you believe is the theme or purpose of this resource?

\_\_\_\_\_

2. For what age-maturity-ability level is this used?

\_\_\_\_\_

3. For what instructional purpose is this resource used?

\_\_\_\_\_

4. How is this resource made available to students?

Required       Optional       Free Reading

5. What methodology is used in presenting this resource to students?

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6. What ~~objectives in the Statement of Selection~~ aspects of the Selection Criteria were considered as this resource was evaluated?

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7. Attach any additional information which would be of value to the committee.

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Signature of Certified Staff \_\_\_\_\_