

## **606 RESOURCE SELECTION POLICY AND REEVALUATION PROCEDURES**

### **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 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 the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
  - 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 cultural diversity and varied opinion;~~
  - 3. foster respect and appreciation for diversity, varied opinion, historical accuracy, and historical perspective;
  - 4. fit within the constraints of the school district budget;
  - 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes section 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 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 provide opportunity for 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.
- ~~D. The actual selection of resources is delegated to the professional staff (employed by the district) whose responsibility is to know the curriculum, the students and the philosophy of the school system.~~

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

- A. The Textbook and Instructional Materials Selection Committee shall be responsible for making a recommendation to the Superintendent on the actual selection of educational resources to be used within the Crosby-Ironton School District. The selection committee shall be comprised of one representative from each of the following groups: Principal, elementary teacher, high school teacher, sped teacher, parent, student (when applicable), homeschool parent, community member.
- B. The superintendent 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.
- C. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

#### **D. Criteria for Selection of Resources**

The following criteria will be used as they apply:

##### **Resources shall:**

1. support and be consistent with the general educational goals of District 182 and the goals and objectives of individual schools and specific courses. (Refer to the school district's strategic plan – specifically, objectives delineated in the World's Best Workforce (WBWF) goals.)
2. be selected to support and enrich the individual school curriculum and to meet the personal needs of the students.
3. be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of students for whom the materials are selected.
4. provide a ~~background of information~~ context, which will motivate students to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.
5. provide information on differing sides of issues so that users may develop the practice of critical analysis.
6. be selected for the atypical student as well as the average student.
7. be selected for their strengths rather than rejected for their weaknesses, and shall be judged as a whole.

#### **V. PART TWO: REEVALUATION OF RESOURCES PROCEDURES**

##### **A. Definition of Reevaluation Procedures**

1. Recognizing that opinions about resources may differ, District 182 adopts the following procedures for the review of resources about which concerns have been raised. This section shall apply to both complainants and advocates.
2. Any resident, employee, student, parent or guardian of a child in District 182 may express concerns about the appropriateness of resources in the ISD182 educational program.
3. An expression of concern is defined as a written statement of opposition or

- support for to a resource, requesting that it be excluded, included or restricted.
4. All residents and employees of District 182 shall adhere to the *Reevaluation of Resources Procedures* policy when challenging an educational resource that is used within the Crosby-Ironton School District.

## B. Procedures

1. The school official or staff member initially receiving the expression of concern at the site shall:
  - a. listen to the concern and discuss possible solutions
  - b. direct the concern to the building principal or designee, if unresolved
2. Within three business days of receiving the concern, the principal or designee shall contact, inform and provide the complainant with a copy of the *Reevaluation of Resources* policy and procedures and arrange a meeting.
3. At this meeting the principal and/or designee shall explain:
  - a. The *Reevaluation of Resources* policy and procedures
  - b. the selection procedure,
  - c. the selection criteria,
  - d. the qualifications of those persons selecting the resource,
  - e. the intended educational use of the resource,
  - f. and any additional information regarding its use (see Part One of this policy).
4. If the concern has not been resolved, the complainant shall reduce the concern to writing and submit the written complaint to the principal or designee. **Failure to submit a signed, written complaint within 20 business days, shall be regarded as a waiving or withdrawal of the concern** for one calendar year from the date of the meeting with the principal and/or designee.
5. A signed, written complaint shall be completed for each resource for which there is a concern.
6. Upon receipt of the signed written complaint, the principal or designee shall, within five school days, submit a copy of the complaint to the curriculum coordinator superintendent. The curriculum coordinator superintendent will organize and schedule a committee meeting.

7. Use of the questioned resource shall not be restricted during the reevaluation process. However, the parent(s) retain the right to request that alternative resources and/or activities be identified for their child(ren) while the reevaluation process is taking place.

## **VI. Committee for Reevaluation of Resources**

### **A. Description**

1. The ~~curriculum coordinator~~ superintendent shall form an ad hoc committee consisting of one District 182 school board member, administrator, teacher, student and community member ~~the curriculum coordinator,~~ data leadership team member, a student and no fewer than two additional people from the following groups:
  1. ~~Technology specialists~~
  2. ~~Teachers from the levels (1 Elementary, 1 Middle, 1 Senior High)~~
  3. ~~Administrators~~
  4. ~~Content teachers~~
2. The Committee for Reevaluation of Resources shall, within seven business days after receipt of the written signed complaint:
  - a. Be notified of the objection,
  - b. Read, view, examine or listen to the questioned resource.
  - c. Set a meeting date to be held within twenty (20) regular business days of receiving a completed written complaint.
3. The ad-hoc committee will review this policy and make recommendations for change as needed.

### **B. Resolution**

1. The written report shall be filed with the superintendent. This shall be the official record of the case.
2. The decision shall be binding for the individual school/s or as specified in the report by the committee.
3. The decision shall be communicated to all appropriate employees.

4. A decision to limit or withdraw a resource shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved, nor shall any professional be censured or have their employment affected by decisions reached by this committee.
5. The committee's decision may be appealed by the complainant to the ISD 182 Board of Education.
6. An appeal is defined as a review of the committee's decision by the ISD 182 Board of Education. This review will be made only when an appeal is filed.
7. To appeal the committee's decision, the appellant must secure a place on the school board meeting agenda by contacting the superintendent of schools.
8. Further appeal may be pursued through the courts, only as applicable under Federal or State Law.
9. A compilation of all committee official records shall be maintained by the superintendent.

**VII. Criteria for use of all MEDIA, including ~~videos/movies~~, television, games, apps, software, websites and digital add-ons.**

All media used during the academic day must be directly related to the curriculum, and are not to be used as a reward, time-filler or for entertainment purposes. This does not include rewards for students through school-wide behavior programs, such as Positive Behavior Interventions and Supports (PBIS).

- A. ~~Video~~ Motion picture clips may be shown from any movie (rated G-R), provided that the content of the clip does not include material that would be inappropriate according to the district's ~~Video~~ Motion Picture Rating Guide, and the MPA guidelines it is based on.
- B. All ~~videos~~ motion pictures used in the curriculum must be previewed before being shown to students. ~~Videos~~ Motion pictures showing sexual content will not be approved for grades pre-kindergarten through 8th.
- C. A video viewing guide/curriculum plan shall accompany all commercial videos. The purpose of this guide is to provide questions or activities for the students that the teacher is expected utilize, while integrating the video into classroom curriculum.
- D. When applicable, parents/guardians may restrict their own child's viewing of ~~videos~~ motion pictures. In that case, those students will be assigned a meaningful alternative assignment (with comparable rigor and credit) to complete in lieu of the ~~video~~ motion picture and viewing activity.

- E. When utilizing any type of MEDIA for instructional purposes, school personnel are advised to reference the website <https://www.common sense media.org> to determine the appropriate age range of the specific type of MEDIA that will be used.

## **VIII. 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 may request an opportunity to review materials and submit written request **to the superintendent** for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent **and the Committee for Reevaluation of Resources** 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.
- 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 policy.

### **D. Procedure for Selection and Reevaluation**

1. In selecting resources, professional personnel shall evaluate the available resources and curriculum needs and shall consult reputable, professional selection aids and other appropriate sources. When deemed appropriate and/or possible, the actual item shall be examined.
2. Administrators, teachers (classroom and media), students, other school district personnel and community persons may make recommendations for purchase.
3. Gift resources shall be evaluated and accepted or rejected by the criteria outlined in IV. *Criteria for Selection of Resources*.
4. Selection is an on-going process that includes the removal of resources, which are no longer appropriate or relevant and replacement of resources that are lost or damaged.

### **Video Motion Picture Rating Guide**

For those videos and programs requiring permission forms, the *Parental Permission for Video Motion Picture Viewing* form will be sent to parents at least five days in advance of the video

being shown. The following guide will be used for specific grade levels and ratings, which require parental permission.

						Permission Forms Needed (****) Movies Rating
X	NC-17	R	PG-13	PG	G	Grade Level
Never Shown	Never Shown	Never Shown	Never Shown	Never Shown	Approved	Pre-Kindergarten
Never Shown	Never Shown	Never Shown	Never Shown	****	Approved	Grades Kdgn - 6
Never Shown	Never Shown	Never Shown	****	Approved	Approved	Grade 7-9
Never Shown	Never Shown	****	Approved	Approved	Approved	Grades 10 and up

**Legal References:**

Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
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 (Education for English Learners Act)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

**Cross References:**

MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)



## FORMS

### Parental Permission for ~~Video~~ Motion Picture Viewing

Teacher's Name: \_\_\_\_\_ Date Sent Home: \_\_\_\_\_

Class or Subject: \_\_\_\_\_ Expected ~~Video~~ Motion Picture View Dating: \_\_\_\_\_

The ~~video~~ motion picture is rated \_\_\_\_\_ because of (circle): *sex language nudity violence*

Approximate length of ~~movie or video~~ motion picture clip(s) to be shown: \_\_\_\_\_

Title of ~~Video~~ Motion Picture: \_\_\_\_\_

The subject matter of this (circle) ~~video~~ motion picture /clip/documentary is:

\_\_\_\_\_

If a clip is being used, it (circle) **does/does not** include the above rated content.

The course objective/content standards to be addressed by this ~~video~~ motion picture are:

\_\_\_\_\_

Alternative assignment: \_\_\_\_\_

\_\_\_\_\_

This ~~video~~ motion picture or clip has been previewed by the teacher and approved by the principal for instructional use. Principal signature: \_\_\_\_\_

\_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please complete and return this form by: \_\_\_\_\_

I DO \_\_\_\_\_ DO NOT \_\_\_\_\_ give my child permission to view the above ~~video~~ motion picture . I understand that if my child is not given permission to view the ~~video~~ motion picture, he/she will be assigned an appropriate alternative activity.

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_