

***Independent School District 308***  
***School Board Policy 606***

**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 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;
  - 4. fit within the constraints of the school district budget; and
  - 5. are in the English language. Another language may be used, pursuant to Minn. Stat. sections 124D.59 to 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.

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

- A. 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.
- B. 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.

#### **V. 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 a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent 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. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey,

analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the students.

## VI. FEES AND FINANCIAL OBLIGATIONS

- A. Project Fees: Public education in Minnesota is free to all residents; however, some projects require fees. Projects made in class and taken home or consumed in class usually have a fee. Fees will be assigned to students who have equipment or material breakage, or musical instrument rentals. or are taking driver's education. A deposit fee or charge for projects, etc., must be paid before project work can be taken from the school.
- B. Band Fees: High School students using a school owned musical instrument will be charged a cleaning fee of \$40.00. Families can apply for a scholarship on an individual basis to help pay these fees.
- C. Textbook Loss or Damage: Nevis School will abide by Minnesota Statutes 120.101 that provides that schools may charge for lost or destroyed textbooks, workbooks or library books.

For damage to materials 1-5 years old (other than normal wear) the student's fine is a percentage of the item's new value. Items that are lost or not returned are fined at full price. A minor charge will be made for materials over 5 years old, which are lost or damaged. Teachers will record the book's condition upon distribution to students so proper assessments are made at the end of the year.

- D. The law provides that unpaid fees may be collected in a small claims court or by other appropriate means.

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction — Curriculum)  
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 English Proficiency Education for English Learners Act)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
20 U.S.C. 1232h(a) (Protection of Pupil Rights)  
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 (8<sup>th</sup> Cir. 1982)

**Cross References:** School Board Policy 603 (Curriculum Development)  
School Board Policy 604 (Instructional Curriculum)