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606 TEXTBOOKS, INSTRUCTIONAL MATERIALS, AND LIBRARY MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of textbooks, instructional materials, and library materials.

II. GENERAL STATEMENT OF POLICY

The Floodwood School board recognizes that selection of textbooks, instructional materials, and library materials is a vital component of the school district's curriculum by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

III. DEFINITIONS

- A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.991, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;

2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
 3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
 4. has technology and Internet access; and
 5. is served by a licensed school library media specialist or licensed school librarian.
- B. “Library collection” consists of the library materials made available to students.
- C. “Library materials” are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials. This term does not include materials made available to students as part of the curriculum.
- D. “Library media specialist” is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources. [In absence of a staffed library media specialist, the Superintendent or building administrator and the school board will collaborate to provide guidance for the school district.](#)

IV. 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;
 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes 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 606-2 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.

V. 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.

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 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.

VII. SELECTION OF LIBRARY MATERIALS

- A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:
 - 1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
 - 2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
 - 3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;

4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;
 5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
 - a. Artistic quality and/or literary style;
 - b. Authenticity;
 - c. Critical thinking;
 - d. Educational significance;
 - e. Factual content;
 - f. High interest for intended audience; and
 - g. Readability.
 6. The selection of library materials shall conform to the constraints of the school district budget.
- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.
- C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the principal.
- E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

VIII. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon

any other student accessing specific library materials.

IX. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.
- C. Informal Request for Reconsideration of Specific Library Material
 - 1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.
 - 2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
 - 3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.
- D. Formal Request for Reconsideration of Specific Library Collection Material
 - 1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.
 - 2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
 - a. One member of the school district administration
 - b. One principal
 - c. Two teachers

- d. One library media specialist (or district media specialist or public librarian if the school district does not have a library media specialist)
 - e. Two members of the school district community with no direct connection with the request for reconsideration
 - f. Two student representatives (as appropriate to the specific request).
- 3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
- 4. The Review Committee
 - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
 - b. shall examine the specific library material as a whole;
 - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
- 5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.
- 6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

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)
 20 U.S.C. 1232h(a) (Protection of Pupil Rights)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References:

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

INSTRUCTIONAL MATERIALS SELECTION POLICY AND PROCEDURES

SELECTION RESPONSIBILITY

The purpose of this selection policy is to define the philosophy, objectives, criteria, and procedures to be followed by those groups that function as agents of the Board of Education for acquiring print and audiovisual materials for instructional programs.

Instructional materials include print and non-print items such as audiotapes and audio cassettes, books, computer programs, dioramas, disc recordings, films, filmstrips, games, graphic works, manuscripts, maps and globes, microforms, models, multimedia kits, newspapers, overhead transparencies, pamphlets, periodicals, reference materials, slides, television programs, videocassette, video discs, videotapes, and various combinations of these.

SELECTION PHILOSOPHY

The right to a free choice among alternatives is basic to a democratic society. It is through the exercise of the freedoms set forth in the Bill of Rights that an informed choice can take place. If there is to be freedom of speech, of the press, and of assembly, then there must also be freedom to hear, to view, to read and to discuss. Our educational system must, therefore, allow a free access to a full range of instructional materials to insure the realization of these freedoms.

SELECTION OBJECTIVES

The basic objective of materials selection is to provide students and faculty with learning resources that are intrinsic to the implementation of curriculum and that have value for diversified interests, abilities, and maturity levels.

Selected materials should:

- 51694540. stimulate thinking, provide facts, and contribute to growth in literary and aesthetic appreciation;
- 51694541. contain ideas and information that enable students to make judgments and decisions relating to their daily lives;
- 51694542. present a diversity of viewpoints on controversial issues;
- 51694543. portray a variety of lifestyles with which students can identify;
- 51694544. Represent the variety of communication formats to provide for individual learning styles and to provide students the opportunity to analyze various media formats critically;
- 51694545. encourage students to read, view, and listen for pleasure and recreation, fostering a life-long appreciation of such activities.

SELECTION CRITERIA

Instructional materials shall support and be consistent with the general education goals of the district. All materials should be selected on the basis of an identified need to the needs and abilities of those who will use them. In potentially sensitive areas (e.g., race, sex, religion, political theory and ideology), materials should be selected for their strengths and/or significance rather than rejected for their weaknesses. Consideration of the criteria below, where relevant, shall provide the basis for selection of instructional materials. The criteria are not arranged in any particular order of importance.

51695056. *Relation to Curriculum*

Materials should be selected for their contribution to the implementation of the school's curriculum.

51695572. ***Relation to Existing Collection***
The materials should make a contribution to the balance of the individual school collection of materials for which they are selected.
51695573. ***Interest and Appeal***
The content and style of the materials should appeal to the interests of those who will use them.
51695574. ***Accuracy and Authenticity***
The content and style of the materials should be valid, reliable, and complete. Imaginative materials should encourage worthwhile appreciations, attitudes, understanding, and insights.
51695575. ***Authority***
Consideration should be given to the qualifications, reputation, and significance of those responsible for creating the material (the author, producer, publisher).
51695576. ***Comprehension***
The material should be clearly presented in a well-organized fashion. The nature of concepts being developed should be appropriate both to the intended users and the depth of coverage. In print materials, the readability should correspond to the reading ability of the intended users; in non-print materials, audiovisual representations should correspond to the comprehension level of the intended users. The materials should catch and hold the user's interest and stimulate further learning.
51695577. ***Permanence and Timeliness***
The material should be of lasting value and/or should be widespread current interest or concern.
51695578. ***Cultural Pluralism***
Materials should foster respect for, and help students gain an awareness of the many contributions made by the various groups which make up our pluralistic society. The materials should present inter-group tension and conflict objectively, placing emphasis on resolving social and economic problems.
9. ***Whole vs. Part***
Each item should be approached from a broad perspective, looking at the work as a whole and judging controversial elements in context rather than as isolated parts. Periodicals, for example, should be selected and purchased for their overall reputation, and should not be rejected because of an occasional article which may be offensive.
51670308. ***Recency***
In certain subject areas (science and technology, for example), materials should be examined carefully for the currency of the information presented. Copy-right date should be used as one indicator of the currency of material.
51670309. ***Format***
The medium selected to present the material should be appropriate to the content. For example, a series of still photographs of works of art might appropriately be presented in a filmstrip, slide program, or book rather than in a film or video tape. However, these latter media are appropriate when it is important to show motion or present a dramatization.
51670310. ***Quality of Writing/Production***
The material should be acceptable mechanically and artistically with each element combining to form an aesthetically pleasing whole. The material should stimulate growth in factual knowledge and/or literary appreciation. The content should provide adequate scope, range, depth, and continuity while maintaining user interest.
51670311. ***Technical and Physical Qualities***
Print material should be attractively presented with suitable illustrations and graphics. The size and style of type should be appropriate to the intended age level. Audio material should use sound creatively and be clear and free of distortion. The narrator should have a pleasant

voice and speak with expression. Visual materials should have good picture quality and be authentic in regard to detail, color, depth, dimension, and size proportions. Original art work should be reproduced faithfully. There should be sufficient durability to meet the demands of the intended user.

51670312.

Cost

The selection of any piece of material, particularly an expensive one, should be seen in relation to the degree of need for the material, the amount of anticipated use, and existing budgetary limitations. The possibility of shared use of materials should be considered. In the event that materials are perceived to be comparable quality, the materials of least cost shall be purchased.

51670313.

Treatment of Controversial Issues

Materials on controversial issues should be selected to represent the fullest possible range of contrasting points of view, to provide a balanced collection of materials on such subjects.

51670314.

Treatment of Religion

Materials about religion should be chosen to explain, not to indoctrinate.

51670315.

Treatment of Profanity, Sex, and Violence

The use of profanity, sexual incidents, or violence in a literary work should not automatically disqualify such material. The decision should be made on the basis of the work's general literacy value, rather than on some isolated parts, and on whether it deals with situations realistically, presenting life in its true proportions.

51670316.

Treatment of Human Development

Materials on human physiology, physical maturation, or personal hygiene should be accurate and objectively presented.

51670317.

Treatment on Biased Materials

Materials which unfairly, inaccurately, or viciously treat a particular race, sex, ethnic group, age group, religion, etc., shall not be selected unless there exists a legitimate educational purpose such as analysis, necessary, the Equal Educational Opportunities Section of the Minnesota Department of Education should be consulted in evaluating such items.

51670318.

Gift and Sponsored Materials

Gift materials and sponsored materials must meet the same criteria as those selected for purchase. They are accepted with the understanding that, if not suitable, they may be disposed of at the discretion of the school staff members who have received the materials.

PROCEDURE FOR HANDLING REQUESTS FOR RE-EVALUATION OF RESOURCES

All requests for re-evaluation of resources must be submitted in writing to the principal of the school district. All requests must be made on the prescribed form and signed by the person making the request. Upon receipt of the request the principal shall proceed as follows:

1. Principal shall notify the responsible teacher, librarian, etc.
51670812. The principal shall notify the superintendent.

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The superintendent shall proceed as follows:

51671328. The superintendent shall, within ten (10) school days, appoint a Materials Review Committee that shall include the following:

an administrator
a member of the board of education (or someone appointed by the board as their representative)

a teacher in the subject matter most related to the material
a library or media person
a resident of the school district

51671329. The superintendent has the right to consult other persons who may have pertinent information.

The Materials Review Committee will initially meet and examine the material within five (5) school days. The committee will again meet within one (1) month and at that time the complainant may make an oral presentation to the committee upon request. The presentation is not to exceed fifteen (15) minutes in length. A decision will then be made.

When the committee has made its decision, the complainant will be informed.

The complainant has the right to appeal the decision of the Materials Review Committee. The appeal must be filed in writing with the superintendent of the school district within ten (10) days after the complainant is informed of the committee's decision.

If assigned material or an assigned activity is found offensive by a parent or student on a religious, moral or philosophical basis, an alternative assignment will be provided. The student will receive appropriate credit.

library material

The Floodwood School ISD 698 school board adopted Policy 606 (Textbooks, Instructional Materials and Library Materials), under which the school board delegated responsibility for selection and evaluation of library materials to school district staff. This policy establishes procedures for formal reconsideration of specific library collection material.

A Floodwood School ISD 698 school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness.

A requestor has the option to request Formal Reconsideration if the informal process set forth in Policy 606 has not resolved the matter.

The first step in the Formal Reconsideration process is submission of a fully completed Formal Request for Reconsideration form. A separate form must be completed in full for each textbook, instructional material and library material item for which formal reconsideration is requested.

If you wish to request formal reconsideration of specific textbook, instructional material and library material, please return a completed form to:

Administration

Floodwood School - 115 W 4th Ave Floodwood, MN 55736

Date

Name of Requestor

Address

Phone

Email

Type of textbook, instructional material and library material (please check)

Book (e-book)	
Movie	
Magazine	
Database	
Newspaper	
Audio Recording	
Digital Resource	
App	
Streaming Media	
Other	

Title: _____

Author/Producer: _____

Please explain the concern you have concerning this textbook, instructional material or library material.

Please explain the circumstances that brought this textbook, instructional material and library material to your attention.

Have you examined the entire textbook, instructional material and library material? If not, please identify the sections you reviewed.

Please identify resources that may provide additional information and/or other viewpoints regarding this textbook, instructional material and library material.

Please set forth the ways in which you believe this textbook, instructional material and library material does not comply with the selection objectives and criteria set forth in Policy 606.

Please set forth the resolution that you seek.
