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*Revised:* \_\_\_\_\_

*Adopted:* \_\_\_\_\_

## **606.1 TEXTBOOKS AND INSTRUCTIONAL MATERIALS PROCEDURES**

### **I. DEFINITION OF INSTRUCTIONAL MATERIALS**

Instructional materials are all print and non-print materials used in the education of a student including the following:

- A. All materials used in the classroom and in extracurricular activities; and
- B. Media collections

### **II. THE FOLLOWING CRITERIA WILL BE USED FOR SELECTION AND USE OF INSTRUCTIONAL MATERIALS:**

- A. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served. Special care should be taken to ensure that materials related to technology as a tool are provided for students with varied interests, abilities, and maturity levels;
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciations, aesthetic values, and ethical standards;
- C. To provide a background of information that will enable pupils to make intelligent judgments in their daily lives;
- D. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;
- E. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;

- F. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the media center and the classroom; and
- G. To ensure that students' rights of data privacy are protected.

### **III. PROCEDURES FOR SELECTION**

In recommending instructional materials, the responsible licensed personnel, administrators, teachers, and media specialists, will:

- A. Evaluate the existing instructional materials;
- B. Assess curricular needs;
- C. Examine materials and/or consult reputable, professionally prepared selection resources; and
- D. Solicit recommendations from faculty, school board members, community members and students when feasible.

Donated gift materials should be judged by the criteria listed in the preceding section and should be accepted or rejected on the basis of those criteria.

Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

### **IV. PROCEDURES FOR RECONSIDERATION OF BOOKS AND MATERIALS (SCHOOL MEDIA CENTER AND/OR CLASSROOM)**

Occasional objections to instructional materials will be made, despite the quality of the selection process. The review of all allegedly inappropriate materials shall be made through established procedures.

If a complaint is made, the following procedures shall be followed:

- A. All citizens of Independent School District 832 have the right to request reconsideration of school media center and classroom books or materials by first contacting the building principal, teacher or media specialist who has control over the questioned materials. The teacher, media specialist, or principal shall inform the complainant of the selection and reconsideration procedures. The parties involved will try to settle the complaint through discussion;
- B. The immediate supervisor to the licensed personnel receiving the complaint shall be notified in writing of the complaint and actions taken to resolve the issue. In the event of a school board member receiving or making a complaint, it shall be forwarded to the superintendent who will delegate to the appropriate building principal to begin the reconsideration procedures;

- C. If the challenge cannot be resolved through discussion, the complainant shall submit a "Request for Reconsideration of Instructional Materials" form (Appendix A) to the principal of the school involved. The licensed personnel involved shall submit a "Licensed Personnel Response to Challenge" form (Appendix B) within five working days of receipt of the request for reconsideration by the principal. At this point, the superintendent and other appropriate personnel shall be informed by the principal involved;
- D. On receipt of the completed forms, the principal shall convene a review committee to evaluate the complaint and respond within 15 working days. The review committee will include two teachers selected by the principal, the media specialist, three parents, and the principal. Neither the parent nor the teacher involved is eligible to participate on the review committee. It will be up to the discretion of the principal whether or not the challenged materials will be used during the reconsideration process. The recommendation of the review group will be on the basis of majority rule. The responsibilities of the committee are as follows:
1. Read, view or listen to the material in its entirety;
  2. Check general acceptance of the material by reading reviews and consulting recommended lists;
  3. Review the "Licensed Personnel Response to Challenge";
  4. Determine the extent to which the material supports the curriculum and meets the criteria stated in the selection policy;
  5. Complete the "School Review Committee's Response for Material Reconsideration" form (Appendix C), judging the material for its strength and value as a whole and not in part;
  6. Present a written decision to the complainant and the superintendent within 15 working days after the written complaint was received;
- E. If either the complainant or teacher is not satisfied with the decision of the review committee, the decision may be appealed to the superintendent. The superintendent, once having received a written request to review the decision, will do so within 10 working days and present a written decision to the complainant, teacher, and principal;
- F. The decision of the superintendent may be appealed to the school board. Once having received a written request to review, the school board shall consider the matter at its first regular school board meeting after 15 working days. Any presentation made to the school board by the complainant party or group will be by a resident of Independent School District 832. Any decision made by the school board will be final.

*ADOPTED – April 10, 1986*  
*REVISED – December 12, 2002*