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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 understanding 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 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.

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 recognized 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.

DETROIT LAKES PUBLIC SCHOOLS PARENT REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR LIBRARY MATERIALS

Informal Request for Reconsideration of Instructional or Library Materials

Parents/guardians of school district students directly impacted by the use of instructional or library materials, or students directly impacted by the use of instructional or library materials may request the reconsideration of use of the instructional or library materials.. Every effort shall be made to resolve the expressed concerns at an informal building level.

All complaints, expressions of concern, or requests for reconsideration regarding an instructional or library resource made by parents/guardians of school district students directly impacted by the use of instructional or library materials, or students directly impacted by the use of an instructional or library materials shall be addressed to the building principal.

The principal will notify the teacher and/or the library media specialist using the material and arrange a meeting of the concerned parents/guardians/student, the teacher and/or librarian.

The principal will meet with the concerned parents/guardians of school district students directly impacted by the use of an instructional or library materials, or students directly impacted by the use of an instructional or library materials and the teacher or librarian using the material, as well as additional staff at the principal's discretion. The principal will explain the district's selection procedure and criteria and will note the qualifications of the staff involved in the selection of the resource. The place and significance of the resource in the educational program and additional information regarding its use shall be given to the individual(s) registering the concern. School personnel will listen to and respond to the concerns of the parent, guardian, or student.

All high school (9-12) teachers must include in their course syllabi a listing of the assigned whole class literature/novels that will be read during the course. If additional

whole class literature/novels are added to a course after the syllabi has been distributed, all high school (9-12) teachers must send a memo home to parents with the titles of the additional whole class literature/novels. All staff (K-12) must provide alternative literature selections if a parent, guardian, or student expresses a concern about the assigned whole class literature/novel, has participated in the Informal Request for Reconsideration of Instructional or Library Materials, and the Informal Request for Reconsideration of Instructional or Library Materials has not addressed the parent, guardian, or student's concerns.

Formal Request for Reconsideration of Instructional or Library Materials

If the informal request for reconsideration of an instructional / classroom / library resource is deemed unsatisfactory by the parents/guardians/student bringing the concern, or the teacher and/or the library media specialist using the material, the building principal will see that the parent or guardian or the teacher and/or the library media specialist using the material receives the district form Request for Reconsideration of Instructional or Library Materials .

The form should be returned to the building principal within 10 working days of the conclusion of the informal request for reconsideration. The building principal will forward the form to the Director of Curriculum and Instruction within 5 working days with a summary of the informal process to that point. Materials shall remain in use pending the outcome of the formal request for reconsideration process.

- A copy of the item under consideration may be given to the concerned party. The item must be returned. The borrower will be billed for the replacement cost of the item if it is not returned.
- If the deadlines listed in this policy are past, the complainant waves his/her right to move the complaint to the next level.

Within 5 working days of receipt of a request to formally reconsider the selection of material used in classroom instruction or available to students in the library, the Director of Curriculum and Instruction will contact the parent, guardian, or student directly impacted by the use of the instructional material to calendar the review of the material. Formal reconsiderations will be processed in the order in which they are received. No requests for reconsideration of instructional materials will be entertained if the district has already reviewed the matter in the current or previous year.

District Materials Review Committee Membership

The committee may request input from additional instructional or administrative staff if the selection or use of the material involves a specific grade level, content area, or

students with special needs, as well as call on expertise in the community. The committee will meet as needed to hear the complaint and reconsider its selection for use in the district.

There will be a standing district committee named to handle requests for reconsideration of classroom and/or library materials. The Director of Curriculum and Instruction will facilitate the selection of the standing district committee with input from various groups (e.g. district's administration, district's media staff, district's teachers, parent representative) to serve two year staggered terms. This committee will meet only as needed. There may be cases, depending on the level from which the reconsideration request is being made in which only some members of the committee will be asked to review a case.

- Director of Curriculum and Instruction (Committee Facilitator)
- Superintendent
- Library Program Staff if pertaining to library materials
- Elementary Principal
- Middle School Principal
- High School Principal
- Director of Special Education
- Elementary Teacher
- Teacher of Special Education
- Middle School Teacher
- High School Teacher
- Instructional Coach
- Parent representatives
- Community at large
- Clergy
- Board members
- Additional district staff as needed

Committee Procedure for Formal Reconsideration

All members of the committee will receive a copy of the request with any supporting materials submitted by the complainant and/or the district.

- All members of the committee will read/view the work.
- The committee will meet with the complainant who will present their concerns about its selection and use.

- The material in question will be viewed as a whole and will not be judged on individual, specific passages.
- The material in question will be reconsidered in light of the district’s selection criteria, rationale for selection by district personnel, reviews from accepted sources, general acceptance of the material as well as concerns from the complainant.
- The committee will determine the process by which it will make a decision on the selection and use of the material in question.
- The deliberations of the committee will be closed and is not a public meeting.
- The committee will make a decision on the selection and use of the material in question. The Director of Curriculum and Instruction will prepare a committee report which will be signed by members of the committee.
- A letter of notification of the committee’s decision will be sent to the complainant within 10 working days of the committee’s decision by the Superintendent. It will include a copy of the committee report.
- A copy of the report will be sent to the principal and instructor of the building where the reconsideration request originated.
- A copy of the report will be on file.

Appeal Of District Committee’s Decision on Reconsideration of Challenged Materials:

If the parent, guardian, or student who initiated a formal request for reconsideration chooses to appeal the committee’s decision to the superintendent, a request to do so should be submitted in writing to the Director of Curriculum and Instruction, within 15 days of receiving the committee’s decision, who will forward the appeal request to the Superintendent. The Director of Curriculum and Instruction will present the appeal request to the Superintendent, whose decision is final.

If the deadlines listed in this policy are past, the complainant waves their right to move the complaint to the next level.

Request For Reconsideration of Educational Materials

Completion of this form is the first step in the district procedure established for the reconsideration of classroom or library materials. Please return the completed form to the building principal.

Name of Individual requisition reconsideration of educational material:
Phone number:

Name of enrolled student for whom the request is being made:
School building attended by student:
Has the principal been notified and a conversation been held? Please provide the date:

Material Type:

• Book	• Video	• Website
• Textbook	• Audio recording	• Other
• Newspaper/Periodical	• Online program	

Title of the educational material which you would like to be reconsidered:

Author / Producer:

What brought this material to your attention?

In what way is the material used?

- Classroom assigned reading / viewing
- Classroom supplemental reading / viewing
- Student choice

Have you read/examined/viewed the entire resource? (If less than the whole, please explain)

Have you read any reviews about this resource? Who wrote the review and where was it located?

What are your concerns about the use of this resource? Please provide the exact location of the objectionable material (page numbers in a book, screens in a software application, or scenes in a video).

What do you think might result from continued use of this material?

Are there any conditions under which you believe this material might be used with value in the instructional program? Please explain.

Was an alternative available to the student for use in place of this resource once a request was made? (Please explain)

What do you suggest be done with this material?

What alternatives to this resource can you suggest?

Legal References Minn. Stat. § 120A.22 Subd. 9 (Compulsory Instruction)
Minn. Stat. § 123B.02 Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. 123.09, 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)
Board of Educ. v. Barnette, 319 U.S. 589, 875 S.Ct. 675, 17 L.Ed. 2d 629
(1967)

Pratt v. Independent Sch. Dist, No. 831, 670 F.2d 771 (8th Cir. 1982)
Webster v. New Lenox Sch. Dist., 917 F.2d 1004 (7th Cir. 1990)

Cross References: MSBA Model Policy 603 (Curriculum Development)
MSBA Model Policy 604 (Instructional Curriculum)