

Selection and Use of Instructional Materials

1. The administrator shall develop, with staff, a program for the identification of instructional materials and supplies that are needed to implement the educational program, and shall use this system as a basis for the purchase of these materials and supplies.
2. The development and use of a media center for the district shall be the result of leadership by administrator and staff and will provide the basis for the selection of items for inclusion in the district budget.
3. The administrator and staff shall develop a clear process for the selection of text, library and other printed materials, and shall also provide a process for dealing with a challenge to the use of such materials. These plans and procedures shall be clearly understood by Board and staff, and shall be announced to and explained as needed to the public.
4. The basic principles for guiding the selection of books and other materials are as follows:
 - a. Reputable, unbiased and professionally prepared selection aids should be consulted as guides in the collection of educational materials;
 - b. The maintenance of qualitative standards for selection of materials is essential, with all materials carefully evaluated before purchase is made. Gift materials shall be evaluated by the same criteria as purchased materials;
 - c. The collection should be continually reevaluated in relation to changing curriculum content, new instructional methods and current needs of teachers and students;
 - d. The instructional materials collections should be developed systematically so that they are well-balanced and represent coverage in all subjects, in all types of materials and in a variety of content.
5. The following procedures are to be used when a complaint is received concerning instructional materials:
 - a. Complaints may be received by the administrator or the teacher. If by the latter, the administrator should be notified immediately;
 - b. Complaints will be made in writing. In all cases, the complainant will be supplied with the standard printed form which must be filled out before any action is taken. A prompt answer will be made from the administrator's office;
 - c. It is recognized that a complaint may be valid or may be the result of an honest and sincere difference of opinion;
 - d. No promise of any action other than a review of the challenged material will be made;
 - e. No material will be removed from use pending committee study and final action of the Board.

6. The Review Committee

- a. The review committee of five will be the administrator, two classroom teachers, a Board member and one lay person.
- b. The committee will meet and return a written report of its findings within a reasonable time to the administrator.
- c. The administrator shall report the recommendations of the review committee to the Board, whose decision will be final.
- d. The administrator shall report the decision of the Board to appropriate professional personnel and to the complainant.

Cove School District

Controversial Issues

Printed Material

Title: _____

Author: _____

Audiovisual Material

Title: _____

Type of Material: _____

Name of Complainant: _____ Telephone: _____

Child's Name: _____ Grade: ____ Subject: _____

Address: _____

Check one of the following

- I represent myself only in the filing of this complaint.
- I represent the following named organization: _____
- I represent the following group: _____

Answer the following questions

1. What do you specifically object to in the material? _____

2. What do you believe might be the result of using this material? _____

3. Did you review the material in its entirety (read all of the book, or see all of the film and hear the discussion preceding and following the showing)?
 YES NO If "No," what part did you review? _____

4. Do you believe this material may be suitable for a different age level? Explain. _____

5. If you are acquainted with the judgment of this material by professional critics, what is your opinion of this judgment? _____
6. What would you like your school to do about this material?
- Do not use it with my child.
 - Withdraw it from use with all students as well as from my child.
 - Send it back to the selector or selectors for reevaluation.
 - Other: _____
7. What would you recommend as an appropriate replacement for the material being reviewed in the curriculum subject area involved? _____

The following information will be provided by school personnel.

Printed Material: Hardcover Paperback Copyright Date: _____
 Publisher: _____

Audiovisual Material: Producer: _____
 Distributor: _____
 Copyright Date: _____