

Instructional Materials/Program Adoption Procedure

1. Selection of Instructional Materials

a. Responsibility for Selection of Materials

- (1) The responsibility for the selection of instructional materials is delegated to the superintendent. For the purposes of this procedure the term “instructional materials” includes print and nonprint materials (not equipment), whether considered classroom materials or media center materials.
- (2) While selection of materials involves many people (principals, teachers, parents, students, supervisors, community persons and librarians), the responsibility for coordinating the selection of most instructional materials and making the recommendation for purchase rests with licensed media personnel. For the purpose of this procedure the term “media specialist” means librarians.
- (3) Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the superintendent. For the purpose of this rule the term “instructional materials” includes print and nonprint material provided in multiple copies for use by a total class or a major segment of such a class.

b. Procedure for Selection

(1) Media

- (a) In purchasing materials for the media center, the librarian under supervision of the building principal will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purpose of this procedure, the term “media” includes all materials considered part of the library collection, plus all nonprint instructional materials housed in resource centers and classrooms.
- (b) Recommendations for purchase will be solicited from staff and students.
- (c) Gift materials shall be judged by the district’s instructional materials objectives and selection criteria and shall be accepted or rejected by those criteria.
- (d) 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.

(2) Instructional Materials

- (a) Instructional materials committees may be appointed if determined by the administration to be appropriate at the time that adoption areas are determined.

Appropriate subject area and instruction level will be included in each committee if that procedure is employed.

- (b) The general criteria for materials selection shall be followed by the committees.
- (c) The committee shall present its recommendation(s) to the superintendent.
- (d) The superintendent shall submit the committee's recommendation(s) to the Board.

2. Objections to Instructional Materials – Any resident of the district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting such materials were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.

- a. The district official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use unless removed through the procedure in Section 3. f. 3. of this regulation. If said material stays in use, it may only be checked out with parental permission.
 - (1) The district official or staff member initially receiving a complaint shall explain to the complainant the district's selection procedure, criteria and qualifications of those persons selecting the material.
 - (a) The district official or staff member initially receiving a complaint shall explain to his/her best ability the particular place the objectionable material occupies in the education program and its intended educational usefulness, or refer the complaining party to someone who can identify and explain the use of the material.
 - (b) In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the questions should be referred to someone designated by the principal. If, after private counseling, the complainant desires to file a formal complaint, the person to whom the complainant has been referred will assist in filling out a Reconsideration Request Form in full.
 - (c) The individual receiving the initial complaint shall advise the principal of the initial contact no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. A written record of the contact shall be maintained by the principal.

3. Request for Reconsideration

- a. Any resident or employee of the district may formally challenge the appropriateness of instructional materials used in the district's educational program. This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.
- b. All school offices will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional materials must be made on this form.
- c. The Reconsideration Request Form shall be signed by the complainant and filed with the superintendent.
- d. Within five business days of the filing of the form, the superintendent or person so designated by the superintendent shall file the material in question with the reconsideration committee. The committee shall recommend disposition to the superintendent.

- e. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances the material may be removed temporarily by following the provisions of Section 3. f. 3. of this regulation.
- f. The Reconsideration Committee
 - (1) The reconsideration committee shall be made up of five members:
 - (a) Two teachers designated annually by the superintendent;
 - (b) One member of the administrative staff designated annually by the superintendent;
 - (c) Two members from the community appointed annually by the superintendent;
 - (d) One alternate member from the other designated committee will be selected by the superintendent to serve as an alternate when needed.
 - (i) The chair of the committee shall not be an employee or officer of the district. The secretary shall be an employee or officer of the district.
 - (ii) Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a three-fourths vote of the committee.
 - (iii) The superintendent shall consider temporary removal for 10 working days as per policy of materials in unusual or extenuating circumstances.
 - (iv) The procedure for the first meeting following receipt of a Reconsideration Request Form is as follows:
 - 1) Distribute copies of written request form;
 - 2) Give complainant or a group spokesperson an opportunity to talk about and expand on the request form;
 - 3) Distribute reputable, professionally prepared reviews of the material when available;
 - 4) Distribute copies of challenged material as available.
 - (v) The committee may request that individuals with special knowledge be present to provide information.
 - (vi) The complainant shall be kept informed by the superintendent concerning the status of the complaint throughout the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meetings.
 - (vii) The committee shall make its recommendation in either open or closed session: The committee's final recommendation will be:
 - 1) To take no removal action;
 - 2) To remove all or part of the challenged material from the total school environment;
 - 3) To limit the educational use of the challenged material. The sole criteria for the final decision is the appropriateness of the material for its intended educational use. The vote on the decision shall be by secret ballot.

- (viii) A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.
 - (ix) Requests to reconsider materials which have previously been before the committee must receive approval of a majority of the committee members before the materials will again be considered. Every Reconsideration Request Form shall be acted upon by the Committee.
 - (x) Committee members directly associated with the selection of the challenged material shall be excused from the committee during the deliberation on such materials. The superintendent may appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications as that person excused.
- g. The committee's written decision and its justification will be communicated to the superintendent, who will then communicate to the Board. The superintendent will communicate the actions taken, and reasons therefore, in writing to all involved parties.
- h. If the complainant is not satisfied with the decision, a request may be made that the matter be placed on the agenda of the next regularly scheduled meeting of the Board.
- i. The Board will hear the matter in open session, and will be the final authority in the instructional materials appeal. The decision of the Board will be communicated to all involved parties within five school days after the Board renders its decision.

Reconsideration Request Form for Re-evaluation of Instructional Material

(Submit to Superintendent)

Book or Other Printed Material if Applicable:

Author _____ Hardcover Paperback Other
Title _____ Publisher _____ Date published _____

Audiovisual Material if Applicable:

Title _____ Producer (if known) _____
Type of material (filmstrip, motion picture, etc.) _____

Request initiated by _____ Telephone _____
Address _____ City _____ Zip _____

Person making the request represents: Self Group or organization

Name of Group _____

1. To what in the item do you object? (Please be specific, cite pages, frames, etc.)

2. In your opinion what harmful effects upon students might result from use of this item?

3. Do you perceive any instructional value in the use of this item? _____
4. Did you review the entire item? If not, what sections did you review? _____
5. Should the opinion of any additional experts in the field be considered?
 Yes No Please list suggestions if any: _____
6. What would you like the school to do about this material?
 Do not use it with my student
 Withdraw it from use
 Send it back to the selector or selectors for evaluation
 Other (please explain) _____
7. In place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended? _____
8. Do you wish to make an oral presentation to the Review Committee?
 Yes No If yes, please call the superintendent's office at _____.

Signature: _____ Date: _____

References: