

Instructional Materials Selection

Philosophy

The right of any individual to read is basic in a democratic society. We want to help create a climate where the teacher is free to teach and the student free to learn, for it is in this climate that the professional educator can promote a natural curiosity, encourage the spirit of discovery and develop insight, interest and a sense of accomplishment and excitement in learning.

It is the responsibility of the professional educator to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.

To educate each student to the fullest requires a wide variety of instructional materials to fill curriculum and personal needs. These instructional materials are both printed materials, which include library books, textbooks, periodicals, pamphlets and newspapers and audiovisual materials which include films, filmstrips, slides, recordings, transcriptions, tapes and other educational media.

Responsibility for Selection

The responsibility for selection of instructional materials rests with the Board. The superintendent and principals follow the policies determined by the Board and assign the selection of these materials to professionally trained personnel. The Board shall formally adopt the basic instructional materials for the district.

Criteria for Selection

The responsibility for the use of educational materials in the schools must rest with those responsible for the educational objective being served. The professional educator must be free to recommend for individual use any materials he/she feels will have educational significance for an individual student. We respect the right of the individual parent to regulate within reason the materials his/her student uses.

As criteria guiding the selection of instructional materials with the district, the Board adopts and accepts the principles of the "School Library Bill of Rights" as endorsed by the Council of the American Library Association (see page 6-7).

Selection Procedures

Materials are to be selected by professional personnel, working individually or as committees. Librarians, teachers and administrators have the responsibility to keep informed about criteria and procedures used in

the selection of educational materials. Final authority for materials to be acquired within a building rests with the principal, following district policy.

Basic principles that guide the selection of books and other materials:

1. Reputable, unbiased, professionally prepared selection aids should be consulted as guides in the collection of educational materials (Suggested aids are listed on page 3-7.);
2. The maintenance of qualitative standards for selection of materials is essential, with all materials being carefully evaluated before purchase. Gift materials shall be evaluated by the same criteria as purchased materials;
3. The collection should be continually reevaluated in relation to changing curriculum content, new instructional methods and current needs of teachers and students;
4. The instructional materials collections should be developed systematically so that they are well-balanced and represent coverage in all subjects, types of materials and variety of content.

Handling of Questioned or Challenged Material

The following procedures are to be followed when a complaint is received concerning instructional materials:

1. Complaints may be received by the superintendent, principal, librarian or teacher. If by either of the latter, the principal should be notified immediately. He/She in turn will notify the superintendent;
2. Complaints may be made in writing, by telephone or in person. If the complaint is in writing, a prompt answer will be made from the superintendent's office. In all cases, the complainant will be supplied with the standard printed form which must be filled out before any action is taken;
3. It is recognized that a complaint may be valid or the result of an honest and sincere difference of opinion;
4. No promise of any action other than a review of the challenged material will be made;
5. No material need be removed from use pending committee study and final action of the Board.

The Review Committee

1. The superintendent shall arrange for a review committee of seven, consisting of an administrator, two classroom teachers from the subject area questioned, an instructional materials specialist, a Board member and two competent lay persons.
2. The committee will meet and return a written report of its findings within a reasonable time to the superintendent.

3. The superintendent shall report the recommendation of the review committee to the Board, whose decision shall be final.
4. The superintendent shall report the decision of the Board to the principal of the school and other professional personnel as appropriate and to the complainant.

Suggested Selection Aids

1. Book selection aids published by American Library Association.
2. Recommendations of National Education Association, its divisions and other national professional associations, such as:
 - a. National Council of Teachers of Social Studies;
 - b. National Council of Teachers of Mathematics;
 - c. Department of Audio-Visual Instruction;
 - d. National Council of Teachers of English;
 - e. American Association for the Advancement of Science.
3. H.W. Wilson catalog series.
4. Reviews in current periodicals of recognized merit.
5. Materials selection aids approved for Title II goals.

Request for Reconsideration of Materials

Fill in information as appropriate.

If printed give:

If audiovisual give

Author _____

Title _____

Title _____

Type of material _____

Material in this box will be provided by district personnel:

Hardcover Paperback

Producer _____

Publisher _____

Distributor _____

Copyright Date _____

Copyright Date _____

Your name _____

Student's name _____

Grade _____ Subject _____

Telephone _____

Address _____

City _____

You represent (check one)

Yourself only

(Name organization) _____

(Identify any other group) _____

1. To what in the material do you object? (Please be specific) _____

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 the film and hear the discussions preceding and following the showing.) If not, what part did you review? _____

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

5. Are you acquainted with the judgement of this material by professional critics? _____

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6. What would you like your school to do about this material?
- Do not use it with my student
 - Withdraw it from use with all students as well as from my student
 - Send it back to the selector or selectors for re-evaluation

7. In its place, what material of quality would you recommend that would be an appropriate substituted in the curriculum subject area involved?

Date

Signature of complainant