Instructional Materials Selection

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 regulation the term “instructional materials” includes print and nonprint materials, including digital content of software in a format such as electronic and Internet or web-based materials or media (not equipment), whether considered classroom materials or media center materials.

   (2) The responsibility for coordinating the distribution of instructional materials to classes will rest with the superintendent. “Instructional materials” includes any organized system which constitutes the major instructional vehicle for a given course of study or any major part of the course.

b. Procedure for Selection

   (1) Media

      (a) In purchasing materials for the media center, the librarian under supervision of the 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.

         1. Weeding – see IIA-AR2

   (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.

(continued)
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.
   
   (1) 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 the principal. If the complainant desires to file a formal complaint, the principal will provide a complaint/appeal form.
   
   (2) 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 fifteen business days of the filing of the form, the superintendent shall render a deposition response with a decision. The signed complaint will be notified by certified mail as to the superintendent’s determination.

e. Within five business days of the superintendent response, the signed complainant may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board for appeal of the superintendent decision.

f. Generally, access to challenged material shall not be restricted during the reconsideration process, however in unusual circumstances the material may be removed temporarily if the superintendent or Board so determines.

(continued)
Reconsideration Request Form for Reevaluation of Instructional Material
(Submit to superintendent)

Book or Other Printed Material If Applicable:

Author ____________________________________________

Hardcover _____  Paperback _____  Other _________

Title ____________________________________________ Publisher __________________________ Date of pub. ____________

Digital Media If Applicable:

Title ____________________________________________ Producer (if known) __________________________

Type of media (video etc.) ____________________________________________

Request initiated by __________________________ Telephone __________________________

Address __________________________________________ City _________  Zip ____________

Person making the request represent 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

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? ____________________________

Signature: ____________________________________________ Date: __________________________

References:

References: