

## **SELECTION AND REVIEW OF RESOURCES**

Adopted: June 27, 1988

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### **I. PURPOSE**

The School Board of District 750, Cold Spring, Minnesota supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States as expressed in official statements of professional associations including American Library Association, National Council of Teachers of English, Association for Educational Communications and Technology, and Educational Film Library Association.

### **II. GENERAL STATEMENT OF POLICY**

It is the goal of the district to provide a high quality, comprehensive collection of resources appropriate for the complete education of all students. The School Board of District 750 is legally responsible for all matters relating to the operation of the district and delegates the responsibility for the selection of resources to the administrators and professional staff employed by the district.

It is the responsibility of school personnel to select and provide resources that will support and enrich the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of students served.

It is the responsibility of school personnel to select and provide resources that will stimulate growth in factual knowledge, critical analysis of differing sides of issues, literary appreciation, aesthetic values, and recognition of various societal values.

It is the responsibility of school personnel to select resources placing principle above personal opinion and reason above prejudice in the selection of resources.

### **III. DEFINITIONS**

- A. For the purpose of this statement of policy, the term "resources" will refer to any person(s) or any material(s) (whether acquired or locally produced) with instructional content or function that is available or unavailable for formal or informal teaching/learning purposes.

1. Resources include but are not limited to textbooks, other books, supplementary reading and informational materials, charts, community resource people, agencies and organizations, dioramas, filmstrips, kits, machine readable data files, maps, microforms, models, motion pictures, periodicals, pictures, regalia, slides, sound recordings, transparencies, video recordings, computer software, plays, concerts, athletic events, and written and performed music.
  2. While Internet usage is not covered under this policy, please refer to other District Policy 8-13, Internet Acceptable Use Policy, for guidelines related to technology.
- B. The term "unavailable" refers to a resource that has been denied inclusion.
- C. "Selection" is an ongoing process which includes the removal of resources which are no longer appropriate and replacement of resources which are lost or damaged.
- D. An "objection" is defined as a written statement concerning a resource submitted to appropriate school personnel. The objector may request that the resource be excluded, included, or restricted.

#### **IV. GUIDELINES**

- A. Each building administrator shall make available a copy of the policy and procedures for Selection and Review of Resources to all employees in his/her building. The employees shall be reminded that the right to object to a resource is one granted by policies enacted by the School Board.
- B. CRITERIA FOR SELECTION (to be used as they apply). Resources selected for instructional use will:
1. Support and be consistent with the district educational goals as well as the goals and objectives of individual schools and specific courses.
  2. be chosen to support and enrich the individual school curriculum and subject area.
  3. be selected for their strengths rather than rejected for their weaknesses, and shall be judged as a whole.
  4. provides information on differing sides of issues so that users may develop the practice of critical analysis.
  5. be appropriate for the age, emotional development, ability level, learning styles, and social development of students for whom the materials are selected.
  6. be selected for the atypical student as well as the average student in order to meet the

personal needs of all.

7. provide the background which will motivate students to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.

C. GUIDELINES FOR SELECTION

1. In selecting resources, professional personnel will determine the curriculum needs, evaluate available resources, and consult reputable, professionally prepared aides for selection and other appropriate sources. The actual item shall be examined whenever possible.
2. Administrators, teachers, students, other school district personnel, and community persons may make recommendations for purchase.
3. Gift resources will be accepted or rejected based on criteria outlined in this policy.

D. DEALING WITH AN OBJECTION TO A RESOURCE

1. The district recognizes that objections to the inclusion or exclusion of resources will be made despite the care and procedure followed in their selection. School personnel should be prepared to uphold the freedom of access to information.
2. When an Objection Occurs
  - a. Each objection will be directed to the building principal in a confidential manner.
  - b. Within three (3) school days of receiving the objection, the principal will contact the objector regarding the concern. If necessary a meeting will be scheduled to define the procedure.
  - c. A copy of this policy, related procedures, and required forms will be given to the objector if he/she wishes the inclusion, removal or restriction of a resource for anyone other than his/her student. The objection will be regarded as waived or withdrawn if the forms are not returned.
  - d. Use of the questioned resource shall not be restricted during the review process.
  - e. Upon receipt of the completed form, the principal will inform the superintendent of contacts that have occurred.
  - f. The superintendent will meet with the chair of the resource review committee to begin the review. The committee will be comprised of one member of the school board, one district administrator, and other members as defined in related procedures.