

ADMINISTRATIVE REGULATIONS

Selection of Materials for Instructional/Resource Materials

Consideration for Selection:

1. Materials shall support and be consistent with the educational goals and objectives of the district.
2. Materials shall meet high standards of quality in factual content and presentation.
3. Materials shall be appropriate for the subject area and for the age, ability level, emotional and social development of the students for whom the materials are selected.
4. Materials shall have aesthetic, literary, or social value.
5. Materials shall be authored or produced by competent and qualified authors and producers.
6. Materials shall be chosen, where appropriate, to help students gain awareness of and to foster respect for diversity. Materials shall be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in a pluralistic, nonsexist, democratic society. Materials that portray the important role religion has had in shaping every age and culture shall be included with emphasis on objectivity and balance.
7. Materials shall be selected for their strengths rather than rejected for their weaknesses.
8. Biased or slanted materials may be provided to meet specific curricular objectives.
9. The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.

Procedure for Selection

1. In selecting materials, the school media specialist or the teacher will evaluate the existing collection and the curricular needs and will consult reputable, professionally prepared selection aids and other appropriate sources.
2. Recommendations for purchase will be solicited from faculty and students.
3. Gift materials shall be judged by the same criteria as purchased materials and shall be accepted or rejected by those criteria.
4. Selection is an ongoing process, which shall include the removal of materials no longer considered appropriate.
5. The same thought and care given to selection of materials will be exercised in the ongoing review of materials so that the collection will remain useful to its clientele.

Material Review

1. Copies of learner outcomes for the elementary program (grades K-6) and each course in the secondary schools (grades 7-12) will be available for parent distribution at parent conferences, open houses and/or special events.
2. Parents who wish to review the content of instructional materials used to teach the curriculum are encouraged to contact the classroom teacher. Arrangements can be made to borrow the items or to review them at school. All adopted curriculum and instructional materials will be available for parent review. Teacher lesson plans, notes, and incidental or spontaneous teaching items are exempt. Parents are asked to address all of their questions or comments about the instructional materials to the classroom teacher or principal. If media center resources are included, the parent should discuss them with the building media specialist.

Procedures for Objection to Instructional/Resource Materials

Any community member, parent, guardian, adult student or employee of the school district may raise an objection to instructional/resource materials used in the district's educational program on the basis of its educational appropriateness. The procedure is outlined as follows:

1. The staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use. The staff member initially receiving the complaint shall:
 - a. Explain to the complainant the school's selection policy, procedure, and criteria.
 - b. Explain the particular place the material occupies in the educational program, its intended educational use, or refer the complainant to someone who can identify and explain use of the material.
 - c. All objections, even if resolved, need to be kept on file.
2. In the event that the objection to material is not satisfied informally and the complainant desires to file a formal complaint, the district will follow the *Request for Reconsideration of Curriculum* (request for reconsideration of materials at a districtwide or site level) or *Request for Alternative Instructional Materials Procedure* (person requesting changed instructional materials for their child only).

Citizen Request For Reconsideration of Curriculum - Procedure

(Companion document For School Board Policy IIAE: Review and/or Challenge of Instructional Materials)

All curriculum planning and instructional decision-making is guided by the school district mission, belief statement and the district-wide strategic plan. These documents are regularly revised by the school board with community input. In addition, the State Commissioner of Education establishes mandates for curriculum to be aligned with state graduation standards, district established exit goals, and learner outcomes. Community evaluation of the district-wide curriculum development process is formalized through a district curriculum advisory council, convened by the assistant superintendent for instruction. Two-thirds of the membership of this group is comprised of community members including parents and students. The other one-third is comprised of staff representatives including administrators. Individual complaints regarding a classroom are not handled at this committee level; rather, these should be directed to the teacher and/or principal. **If a citizen (parent or non-parent) communicates concern with the curriculum and wants the school to restrict access to other parents' children, the following procedures will be used. Special note: If a parent is asking that the curriculum be changed for his/her child only, then please do not use these procedures. Instead, use the procedures for "Request For Alternative Instructional Materials."**

Process required:

1. **Citizens are asked to address all of their questions or comments about the instructional materials to the classroom teacher or principal.** Arrangements can be made to borrow the items or to review them at school. All adopted curriculum and instruction materials will be available for citizen review. Teacher lesson plans, notes, and incidental or spontaneous teaching items are exempt. If media center resources are included, the citizen should discuss them with the building media specialist.
2. After the conference with the teacher and/or principal, the citizen may be satisfied that the concerns were heard and understood. Often, the process ends here when the citizen has had an opportunity to get further information. As a result, citizens often request no further action. **In the event that a citizen objects to the content of the instructional materials he/she has reviewed and wishes to restrict or eliminate access to these materials for children in schools, the citizen should complete a form called "Citizen Request for Reconsideration of Curriculum." It is available from a principal or the assistant superintendent for instruction.** On this form the citizen will be asked to describe the material in question, the nature of their objection to it, the outcome of the discussion with the classroom teacher about the materials, and what if any action the citizen is requesting of the schools.
3. **The school principal will review the written citizen request with the citizen, if possible, and gather additional data from the citizen. The school principal will include this additional data including the school principal's comments, on the "Citizen Request For Reconsideration of Curriculum." This form will then be forwarded to the assistant superintendent for instruction within five (5) school days.**

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"Citizen Request For Reconsideration of Curriculum" - continued

4. The assistant superintendent for instruction will convene an appropriate staff committee to review the citizen's written request. Most often this committee will include a building principal, appropriate members of the teaching staff who may have special knowledge or background information about the item, as well as other members of the staff such as a building media specialist, other classroom teacher and/or a parent or community member. This committee will convene to study the citizen's concern, gather background information about the materials in question, and deliver recommendations for school district action to the assistant superintendent for instruction. This written report is due within twenty (20) school days of the complainant's written request. Upon completion of their work, the committee will forward their written recommendations to the assistant superintendent for instruction.
5. The assistant superintendent will review the work of the committee and consider the recommendations made by the committee. The assistant superintendent will make a decision as to the resolution of the "Citizen Request For Reconsideration of Curriculum." The assistant superintendent will forward a copy of the committee's recommendations, as well as his/her additional comments in writing to the citizen. This written notification from the assistant superintendent to the citizen should be completed within five (5) school days of receipt of the committee's recommendations. Upon receipt of the formal response from the school to their request for action, the citizen may choose to stop the process and consider the matter resolved. If, however, the citizen wants to appeal the decision of the assistant superintendent, he/she is asked to forward a written notice of appeal to the superintendent of schools within ten (10) school days of receiving the formal notification from the assistant superintendent.
6. The superintendent shall communicate his/her decision to the complainant in writing within five (5) school days of receipt of appeal. If the matter is not resolved at this level, the complainant may, within ten (10) school days from the receipt of the superintendent's decision, request in writing a hearing before the school board.

Attachments: "Citizen Request For Reconsideration of Curriculum"

Request For Reconsideration of Curriculum

Dear Citizen or Community Member:

Your concerns are important to us. If you have any concerns about the content of instructional materials used by the school district, please talk to the classroom teacher or principal. For media center resources, please talk to the building media specialist. If you are not fully satisfied with the outcome of this conference, we encourage you to complete this request for follow-up action and give it to the building principal. You will receive a written response within thirty (30) school days. Please ask the principal for a copy of the procedures for "Citizen Request for Reconsideration of Curriculum." This explains our process designed to address citizen concerns about materials.

Thank you.

Citizen /Parents/Guardian Name _____ Child's Name _____

_____ Child's Grade & School _____

Address _____ Telephone _____

Representing: Self _____ Organization or Group _____

Child's Course/Subject _____ Teacher of Course/Subject _____

Material Questioned:

Author _____

Title _____

Publisher/Producer _____ Copyright Date _____

Type of Material _____

Please answer the following questions after you have read, viewed, or listened to the material in its entirety. This information is needed to process your request in a timely manner. If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.

1. Have you viewed, read, or listened to this material in its entirety? _____
2. To what in the material do you object? (Please be specific; cite pages, frames in a filmstrip, film sequence, specific parts of a video, etc.)

3. What do you believe is the theme or purpose of this material? _____

4. What do you think might be the negative result of a child using this material? _____

What do you think might be a positive result? _____

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5. What reviews of this material have you read or viewed? (Please attach copy if possible.) _____

6. Have you discussed your concerns about this material with the Teacher Media Specialist Principal

If media center resource, have you talked to the Media Specialist? Yes No

7. What are you asking the school and/or building principal to do, as a result of your complaint? Check all that apply:

- conference with teacher and principal
- modification of the assignment for my child only
- excuse my child only from the material
- modification of assignment for all children
- excuse all children from the material
- other action; please explain –

In its place, what material, if any, would you recommend? _____

TO BE COMPLETED BY PRINCIPAL

Building Principal comments on this request:

(If matter is not resolved, please forward this to the assistant superintendent within five [5] school days for action.)

Principal's comments: _____

Date received by principal: _____

Signed _____

Date _____

pc: Complainant
Assistant Superintendent for Instruction

Request for Alternative Instructional Materials - Procedure
(parent request for changed instructional materials for individual student only)

1. Each school and the central administration office will keep on hand and make available request forms. All formal objections to instructional shall be made on this form.
2. The Alternative Instructional Materials Request form shall be signed by the complainant and filed with the Principal or designee.
3. Within ten (10) school days from receipt of the "Request for Alternative Instructional Materials," the school principal will review the written parent request and respond to the parent as to whether the proposed alternative instruction is deemed to be appropriate to the learner outcomes and reasonable in terms of other resources required. School personnel are not required to implement what is judged to be unreasonable arrangements for alternative instruction. The parent, guardian, or adult student may provide alternative instruction. The school board is not required to pay for the costs of alternative instruction provided by parent, guardian or adult student. School personnel may also propose alternative instructional materials to address the concerns of the parent.
4. If agreement is reached between the parent, guardian or adult student and the principal as to the alternative content to be provided, this agreement will be summarized in writing on the Form called "Alternative Instruction Plan Offered by School." This form will be completed by the teacher and/or principal and offered to the parents within ten (10) school days after agreement is reached to provide alternative instruction. Copies of the approved plan will be given to the parent, guardian, or adult student and teacher. The plan will include the method by which the teacher will evaluate and assess the student's learning achievement and the quality of the student's work, as well as when the student will be required to master the learner outcomes using the alternative content. The plan will be implemented with no academic or other penalty upon the student for arranging alternative instruction.
5. If the matter remains unresolved at the principal level, the parent, guardian, or adult student may appeal to the assistant superintendent within ten (10) school days of the receipt of the principal's written decision regarding the proposed alternative instruction. The assistant superintendent will then review the matter and communicate his/her decision to the parent, guardian or adult student within five (5) school days of receipt of the written appeal.
6. If the matter is not resolved at this level, the parent, guardian or adult student may then appeal the decision to the superintendent of schools. The superintendent shall communicate his/her decision to the complainant in writing within five (5) school days of receipt of appeal. If the matter is not resolved at this level, the complainant may within ten (10) school days from the receipt of the superintendent's decision, request in writing a hearing before the school board.

Request For Alternative Instructional Materials

Dear Parent, Guardian, or Adult Student::

Your concerns are important to us. If you have any concerns about the content of instructional materials used by the school district, please talk to the classroom teacher or principal. For media center resources, please talk to the building media specialist. If you are not fully satisfied with the outcome of this conference, we encourage you to complete this request for follow-up action and give it to the building principal. You will receive a written response within thirty (30) school days. Please ask the principal for a copy of the procedures for Request for Alternative Instructional Materials. This explains our process designed to address parent concerns about materials.

Thank you.

Parents/Guardian Name _____ Child's Name _____

_____ Child's Grade & School _____

Address _____ Telephone _____

Representing: Self _____ Organization or Group _____

Child's Course/Subject _____ Teacher of Course/Subject _____

Material Questioned:

Author _____

Title _____

Publisher/Producer _____ Copyright Date _____

Type of Material _____

Please answer the following questions after you have read, viewed, or listened to the material in its entirety. This information is needed to process your request in a timely manner. If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.

1. Have you viewed, read, or listened to this material in its entirety? _____
2. To what in the material do you object? (Please be specific, cite pages, frames in a filmstrip, film sequence, specific parts of a video, etc.) _____

3. What do you believe is the theme or purpose of this material? _____

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4. What do you think might be the negative result of a child using this material? _____

What do you think might be a positive result? _____

5. What reviews of this material have you read or viewed? (Please attach copy if possible.) _____

6. Have you discussed your concerns about this material with your child's teacher? Yes No

Date of this discussion: _____ What was the outcome of this discussion? _____

7. What are you asking the school and/or building principal to do, as a result of your complaint? Check all that apply:

- conference with teacher and principal
- modification of the assignment for my child only
- excuse my child only from the material
- modification of assignment for all children
- excuse all children from the material
- other action; please explain –

TO BE COMPLETED BY PRINCIPAL

Building Principal action taken on this request:

(Due to parent within ten(10) days of receipt of this parent request)

Principal's comments: _____

Date received by principal: _____

Signed _____

Date _____

pc: Parent, Guardian, or Adult Student
Assistant Superintendent for Instruction

Alternative Instruction Plan Offered By School

(This plan should be completed and signed by the building principal or staff member after a conference with parents, following *Request of Alternative Instructional Materials - Procedure*)

Completed by (staff member)

Building

Date given to parent

Parent/Guardian Name _____

Attach copy of completed " *Request For Alternative Instructional Materials*," summarizing parent concerns and requests.

Child's Name _____ Grade & School _____

Child's Course/Subject _____ Teacher's Name _____

1. What is the required learner outcome to be addressed? _____

2. Describe the alternative materials proposed by (check one or both): Parent School

Author _____

Title _____

Publisher/Producer _____ Copyright Date _____

Type of Material _____

3. How would this alternative be used by teacher and student? _____

4. Method of proposed teacher assessment of the quality of students' work and learning level achieved: _____

5. What extra costs/services will be provided by the parent? _____

6. The student will complete the above items by what date? _____

7. Other notes about this plan: _____

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Signatures of Approval

Yes, the alternative plan with comments on page one is agreed to by:

Parent/Guardian _____ Date _____

Student _____ Date _____

Instructor _____ Date _____

Principal _____ Date _____

Statement of Failure to Resolve Parent Requests

No, the proposed plan **is not agreed to** by: _____ on _____ (date)

This paperwork was forwarded to the assistant superintendent for instruction on _____ (date)

by _____

What are the reasons for this disagreement? _____

What are you asking the school to do? _____

Signed _____ (Parent/Guardian)

Daytime phone _____

Home phone _____

Date _____

.....
ASSISTANT SUPERINTENDENT ACTION TAKEN ON THIS REQUEST

(Completed only if parents appeal the decision above.)

Signed By _____

Date _____