

*Adopted: 6-25-1998 (revisions 7-13-2000/9-11-2007)*

*Revised: 4-3-2013 / 5-19-2015/ 08-11-2022*

**606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS (movie/video ratings)**

**I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

**III. RESPONSIBILITY OF SELECTION**

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:
  - 1. support the goals and objectives of the education programs;
  - 2. consider the needs, age and maturity of students;
  - 3. foster respect and appreciation for cultural diversity and varied opinion; and
  - 4. fit within the constraints of the school district budget.
- C. The Superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

**IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

- A. The Superintendent or designee shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process and be responsible for keeping the school board informed on the selection of textbooks after completion of the review process as outlined in this policy.

## V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The Superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The Superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the School Board, such procedure shall be an addendum to this policy.

*Legal References:* Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)

Minn. Stat. § 120B.235 (American Heritage Education)

Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)

Minn. Stat. § 124D.59-124D.61 (Limited English Proficiency)

Minn. Stat. § 127A.10 (State Officials and School board Members to be Disinterested; Penalty)

Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, 108 S. Ct. 562, 98 L.Ed.2d 592 (1988)

Pratt v. Independent Sch. Dist, No. 831, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

*Cross References:* Chisago Lakes Policy 603 (Curriculum Development)

Chisago Lakes Policy 604 (Instructional Curriculum)

Chisago Lakes Personal Devices Usage in School Guidelines

### TECHNOLOGY USE - CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district Internet system; computer system; electronic devices of any kind, used within the district confines, shall be consistent with school district policies and the mission of the school district. (*Refer to Policy 524 – Internet, Computer and Equipment Usage; Personal Devices Usage in School Guidelines; and other pertinent district policies as applicable.*)

**Procedure for Selection and Reevaluation of Resources**

**I. STATEMENTS OF POLICY – DEFINITION**

**A.** The Board of Education of Chisago Lakes Area School District #2144 supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States.

**B.** 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. The term “unavailable” refers to a resource that has been denied inclusion. Resources include but are not limited to textbooks, other books, supplementary reading and informational materials, digital resources, charts, community resource people, agencies and organizations, dioramas, filmstrips, kits, machine readable data files, maps, microforms, models, motion pictures, periodicals, pictures, slides, sound recordings, transparencies, video recordings, computer software, plays, concerts, athletic events, and written and performed music.

**II. OBJECTIVES OF SELECTION**

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

**B.** It is the responsibility of school personnel who select resources to 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.

**C.** It is the responsibility of school personnel who select resources to place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality in order to assure a comprehensive collection of resources appropriate for the complete education of all students.

**III. RESPONSIBILITY FOR SELECTION**

**A.** The Board of Education is legally responsible for all matters relating to the operation of the district. The Board delegates the responsibility for the selection of resources to the administrators and professional staff employed by the district and declares that these selections shall have been made by the Board of Education of School District #2144.

**B.** The responsibility for the selection and purchase of resources rests with the professional staff.

**IV. CRITERIA FOR SELECTION (To be used as they apply.)**

**A.** Resources shall support and be consistent with the general educational goals of District 2144 and the goals and objectives of individual schools and specific courses.

**B.** Resources shall be chosen to support and enrich the individual school curriculum and to meet the personal needs of the students or to support personal interests and learning.

**C.** Resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of students for whom the materials are selected.

**D.** Resources shall provide a background of information 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.

**E.** Resources shall provide information on differing sides of issues so that users may develop the practice of critical analysis.

**F.** Resources shall be selected for the atypical student as well as the average student.

**G.** Resources shall be selected for their strengths rather than rejected for their weaknesses, and shall be judged as a whole.

- **RATING CRITERIA (movie/video rating):** The Motion Picture Association of America movie rating system will be used for selection of film/video resources. No “R” rated movies would be allowed.
- Elementary schools would be permitted to watch “G” movies. Elementary schools will also be permitted to watch “PG” movies if the teacher has previewed the movie and permission slips have been received from the student’s parents prior to showing the movie. (Unacceptable for elementary level would be “PG-13”, & “R”.)
- Middle School would be permitted to watch “G” and “PG” movies. (Unacceptable for middle school level would be “PG-13 & “R”.)
- High School would be permitted to watch “G”, “PG” & “PG-13” movies. (Unacceptable for high school level would be “R”.)

Teachers would have the option of listing films viewed in class in the course syllabus and/or sending home a note stating what film will be viewed prior to the date. Parents would need to respond if they DO NOT want their child viewing the film. An alternative assignment would be provided.

## **V. PROCEDURE FOR SELECTION**

**A.** In selecting resources, professional personnel shall evaluate the available resources and curriculum needs and shall consult reputable, professionally prepared aides, (i.e. professional journals or professional reviews) for selection and other appropriate sources. The actual item shall be examined when deemed appropriate.

**B.** Administrators, teachers, students, other school district personnel and community persons may make recommendations for purchase.

**C.** Gift resources shall be judged by the same criteria outlined previously and shall be accepted or rejected by those criteria.

**D.** 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.

## **VI. PROCEDURE FOR REEVALUATION**

- A. All objections to instructional material must be submitted in writing to the building principal.
- B. Within a reasonable period of time after receiving a written objection to instructional material, the building principal will meet with the objector (in person, virtually, or by phone) to hear the objection and to explain the instructional purpose and use of the material within the building. The building principal may invite other individuals to the meeting, if the principal concludes that the presence of additional individuals would be helpful.
- C. If the requester continues to object to the instructional material after meeting with the building principal, the objector may submit a written objection to the superintendent.
- D. At any point during the process, the superintendent may pause the use of the instructional material until the process is completed. In the case of instructional material used in the classroom, the superintendent may direct the teacher to use alternative materials with the objector's student, if applicable.
- E. Upon receiving a written objection to the instructional material, the superintendent will convene a meeting (in person, virtually, or by phone) with the director of teaching and learning, the building principal, a teacher from the school building where the material is being used, and any additional persons who, in the view of the superintendent, would be helpful in considering the objection and evaluating whether the instructional material is appropriate and consistent with district policy.
- F. Within a reasonable period of time after holding the informal meeting, the superintendent will provide the objector with a written decision regarding the appropriateness of the material and whether it will be maintained in or removed from the classroom or the school.
- G. If the objector is dissatisfied with the superintendent's decision, the objector may submit a written request to the school board to reconsider the superintendent's decision. In the event, the school board may review the written objection, the superintendent's written decision, any additional input from the superintendent, any applicable advice from the school board's legal counsel, and any other information that the school board considers to be helpful. The school board will then make a final decision.

**REQUEST FOR REEVALUATION OF A RESOURCE FORM**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Representing: Self \_\_\_\_\_ Organization or Group (name) \_\_\_\_\_

Resource questioned:

Title \_\_\_\_\_

Author/Creator \_\_\_\_\_

Publisher/Producer \_\_\_\_\_ Copyright/Publish Date \_\_\_\_\_

Type of Resource: \_\_\_\_\_  
(digital, audio or print)

Location: \_\_\_\_\_  
(State which school – Primary, Lakeside, Taylors Falls, Middle School, High School, etc.)

Please respond to the following questions: (Use additional paper if necessary.)

1. Have you seen, read, or listened to this resource in its entirety: Yes No

2. To what do you object and why? (Please cite specific passages, pages, scenes, etc.)

\_\_\_\_\_  
\_\_\_\_\_

3. What would you like the school to do about this resource?

Do not assign it to my child

Withdraw it from all students as well as my child

Other \_\_\_\_\_

4. What resource do you recommend to provide additional information on this subject?

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_

**Please return this form to the building principal.**

*Completion of this form is at the request of the Board of Education of Chisago Lakes Schools, ISD #2144.*