

INSTRUCTIONAL MATERIALS SELECTION POLICY

The purchase of all instructional material in the North Merrick Union Free School District is the ultimate responsibility of the Board of Education. Selection, however, is generally delegated by the school district governing board to professionally trained personnel who know the course of study, the methods of teaching, and the individual differences of the pupils in the schools for which the materials are provided. The materials must meet the following standards:

1. They must enrich and support the school curriculum.
2. They must stimulate growth of factual knowledge, literature appreciation, aesthetic values, and ethical standards.
3. They must provide a background of information which will enable pupils to make intelligent judgments in their daily life.
4. They must help develop discriminatory tastes and satisfy the natural curiosity of its users.
5. They must contribute to the growth of the youngster as an individual and as a future citizen in an expanded, dynamic world.

All materials will be judged individually according to their intrinsic merit, their interest, and the need for them in an organized collection. Also, determination will be made upon materials, as a whole rather than upon their isolated parts. Finally, in the selection of all instructional materials, principle will take precedence over personal opinion and reason over prejudice in order to insure a comprehensive collection of resources of the highest quality.

PROCEDURE FOR HANDLING OBJECTIONS:

The suitability of instructional materials may at times be questioned. When this occurs, the complainant should request from the building principal the Citizen's Request Form For Re-Evaluation of Instructional Materials (appended hereto), fill it out in its entirety, and return it to the building principal. The principal will then send the form to the Superintendent of Schools, who will forward copies of the completed form to a review committee composed of:

Assistant to Superintendent for Curriculum
One Building Principal
One School Librarian

Three Classroom Teachers
One Public Librarian
One Parent or Lay Person Interested
in School Affairs

The review committee shall function at the call of the Superintendent of Schools and shall consider the material with the specific objections in mind. The majority and minority

report of this committee shall be completed as rapidly as possible and submitted directly to the Superintendent of Schools who will in turn submit it for approval to the Board of Education, whose decision shall be sent to the complainant. The committee's report and the action of the Board shall be sent to all the schools in the District.

No material shall be removed from use until the Board of Education has made a final decision.

The review of questioned materials shall be treated objectively and as an important matter. The best interests of the students, the curriculum, the school, and the community shall be of paramount consideration.

NORTH MERRICK UNION FREE SCHOOL DISTRICT

CITIZEN'S REQUEST FORM FOR RE-EVALUATION OF INSTRUCTIONAL MATERIALS

Initiated by _____

Telephone _____ Address _____

REPRESENTING: Self: _____ Organization or Group _____
(name)

School _____

MATERIAL QUESTIONED: BOOK: Author _____

Title _____

OTHER MATERIAL: Identify: _____

Please respond to the following questions. If sufficient space is not provided, please use additional sheet of paper.

1. Have you seen or read this material in its entirety: _____

2. To what do you object? Please cite specific passage, pages, etc. _____

3. What do you believe is the main idea of this material? _____

4. What do you feel might result from use of this material? _____

5. Does this material in your opinion have any redeeming features? _____

6. For what other age group might this be suitable? _____

7. What reviews of this material have you read? _____

8. What action do you recommend that the school take on this material? _____

9. In its place, what material do you recommend that would provide adequate information on the subject? _____

Date _____

Signature _____

