

## **606.1 TEXTBOOKS, CURRICULUM RESOURCES, AND RECREATIONAL MATERIALS SELECTION/RECONSIDERATION PROCEDURES**

### **I. Policy of Selection**

- A. The school board is legally responsible for all matters relating to the operation of the school district. Recommendations for selection may be made by anyone. The responsibility for the selection of textbooks, curriculum resources, and recreational materials, however, shall be delegated to the certified personnel employed by the school district.
- B. A selection procedure should include provisions for the acquisition of all forms of instructional materials. Consistent criteria for selection should be applied to all acquisitions, including gifts, leased materials, and loans.
- C. This selection policy applies to the following description of resources:
  1. Textbook: A book used as a standard work for the formal study of a particular subject.
  2. Curriculum resources: Any resource used to supplement the formal curriculum. Examples of resources are but not limited to: print material, films, video, audiotapes, graphic displays, computer software.
  3. Recreational material: Resources used by students for the purpose of reading, listening, or viewing for personal enjoyment.
  4. Learning resources: Resources used to support the educational goals of each subject area.

### **II. Objectives for Selection**

In order to assure that learning resources are an integral part of the educational program, the following selection objectives are adopted:

- To provide resources appropriate to specific educational objectives;
- To provide resources that will enrich and support the curriculum and personal needs of the students, taking into consideration their varied interests, abilities, and learning styles;
- To provide resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, ethical standards, and recognition of a variety of societal values;
- To provide a background of information which will enable pupils to make intelligent judgments in their daily lives;
- To provide resources on opposing sides of controversial issues so that students may develop under professional guidance the practice of critical analysis. Selection of a resource does not constitute agreement with the content.

- To provide resources which realistically represent, as far as possible, and reflect the contributions made by women and men, as well as individuals or groups of various racial, social, ethnic, and religious backgrounds;
- To place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality appropriate to the level of students while considering curriculum objectives and availability of resources;
- To consider the impact of each resource as a whole - not in part. Few resources are totally perfect; resources containing a single flaw, flawed passage, or a number of flawed passages are not necessarily resources of poor quality.

### **III. Procedures for Selection**

A. Selection of textbooks, curriculum resources, and recreational materials shall be made by appropriate staff members using the following considerations:

1. evaluation of the existing resources.
2. assessment of the curricular needs
3. preview or examination of resources, when possible.
4. reviewing of professionally prepared selection aids, or appropriate sources.
5. judging of items as a whole.
6. standards of technical quality and physical condition appropriate to the format and intended use.
7. a balance and integrity in the presentation of issues.
8. suitable to age, interest and abilities of students.

B. Gift material shall be judged by the criteria previously listed.

C. Selection is understood to be an on-going process which shall include the removal of resources which are:

- outdated
- inaccurate
- worn, but of educational value

### **IV. Procedure for Reconsideration of Challenged Resources**

The Board of Education recognizes that from time to time there may arise a legitimate concern on the part of a district resident, school personnel, or School Board member, that certain resources may not be appropriate.

The Board further recognizes that School District #309 has an obligation to listen to such concerns and to provide an evaluation of the complaint by the administration and an advisory council of the building in which the textbook, curriculum resources, and recreational materials are housed.

Textbooks, curriculum resources, or recreational materials shall be reviewed objectively and IN ITS FULL CONTEXT. The resource shall be evaluated in terms of the needs and interests of students, faculty, school curriculum, and community. Consideration shall be given to the rationale for the selection and use of the resource.

Resources shall be considered in the light of different opinions. The item under scrutiny shall not be withdrawn until a final decision has been reached exhausting all appeals.

It is the obligation of the complainant to present a written complaint which shall be specific in nature and which shall logically outline the objection to a certain textbook, curriculum resource or recreational materials.

The following procedure shall be used:

1. A resident of the school district, school personnel, or school board member who has reason to believe that a textbooks(s), curriculum resource, or recreational material is objectionable or inappropriate for a specific grade level or curriculum objective, shall discuss the matter with the building principal and the involved school personnel at a mutually agreed upon time. During this conference the complainant shall have the opportunity to express his/her concerns and shall offer in writing specific reasons for the removal of the item he or she believes inappropriate or offending.
2. The principal of the school wherein the complaint has originated shall, within ten working days following the conclusion of the conference, send written notice to the complainant outlining the action taken, if any, or an explanation of why action was not taken, if such is the case.
3. If the complainant is not satisfied with the principal's disposition of the matter, he or she may within ten days of receipt of the letter request a hearing before the appropriate advisory council made up of the building principal, two faculty members, and two parents. The principal shall name a convener of the reconsideration committee and arrange for the committee to meet within 10 working days.
4. The appropriate advisory council shall request a written rationale from the staff person concerned as well as the request for Reconsideration of Instructional Materials from the complainant. The advisory council will read, view, or listen to the challenged material in its entirety. The advisory council will check general acceptance of this material if possible by reading reviews by qualified sources. The advisory council will determine the extent to which the material meets the Objectives and Principles of Selection and Criteria for Selection elsewhere in this document. The advisory council shall meet in at an open hearing and make a recommendation, in writing, within ten working days. All records of the hearing are open.
5. The Principal shall communicate, via certified mail, the decision to the complainant within ten working days after the conclusion of the hearing. This decision shall apply only to the building from which the complaint originated.
6. Notwithstanding any procedure outlined in this policy, the complainant, an appeal in writing may be made within ten days to the Superintendent of Schools. The Superintendent shall contact the Board of Education and schedule a hearing. The decision of the Board of Education shall be final.
7. Use of the questioned resource shall not be restricted during the reevaluation process.
8. The disposition of the resource will be as mandated by the Board of Education.

**Independent School District #309**  
**Request for the Re-evaluation of Textbooks, Other Curriculum,**  
**and Recreational Materials**

Name of Complainant \_\_\_\_\_

Address of Complainant \_\_\_\_\_

Telephone number of Complainant \_\_\_\_\_

Are you a resident of School District #309?     yes     no

Do you represent a group or an organization?     yes     no

If 'yes', please name the organization. \_\_\_\_\_

Are one or more of your children involved in the use of the textbook, other curriculum, and/or recreational materials to which you object?     yes     no

Curriculum area \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

1. What type of material does this request concern?

textbook     other curriculum resource     recreational

2. Author \_\_\_\_\_ Title \_\_\_\_\_

      Publisher \_\_\_\_\_ Copyright date \_\_\_\_\_

3. Have you read or viewed the entire contents of the material?     yes     no

4. To what in the material do you specifically object? (Please cite specific pages, chapters, frames, author, etc.)

5. Do you feel the material would be more appropriate for a different age group?

yes     no    What age or grade do you feel is appropriate? \_\_\_\_\_

6. What do you feel might be the result of students reading, viewing, or listening to the material?

7. What do you find of value in the material?

8. Do you know the teacher's purpose in selecting and using the material?

yes     no

9. Are you aware of the judgment made of the material by appropriate critics?

yes     no

10. What do you recommend?

alternative material should be made available

this material should not be assigned to my child

this material should be withdrawn from use for all children

other

Signature of the Complainant \_\_\_\_\_

Date \_\_\_\_\_

## Time-Line Checklist

Name of Complainant \_\_\_\_\_

Address of Complainant \_\_\_\_\_

Telephone number of Complainant \_\_\_\_\_

Curriculum area \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

What type of material does this request concern?

textbook     other curriculum resource     recreational

Author \_\_\_\_\_ Title \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright date \_\_\_\_\_

Date of material discussion with appropriate administrator and involved staff member: \_\_\_\_\_

Date of the mailing of the advisory council outline of action taken to the complainant: \_\_\_\_\_

Date of satisfaction of action if resolved at this level: \_\_\_\_\_

**FURTHER STEPS SHOULD COMPLAINANT STILL BE DISSATISFIED:**

Date of request for hearing before the appropriate advisory council \_\_\_\_\_

Date of the advisory council recommendation to administration \_\_\_\_\_

Date of the communication of the decision to the complainant \_\_\_\_\_

Date of the appeal to the Superintendent \_\_\_\_\_

Date of the appeal to the Board of Education \_\_\_\_\_

Date of final disposition of the complaint \_\_\_\_\_

Concise statement of the decision: