( ) Required
(X) Local
(X) Notice

INSTRUCTIONAL MATERIALS

The Board of Education affirms its responsibility to ensure district students are given a full opportunity for a comprehensive educational program based upon free inquiry. Therefore, the Board shall, within appropriate budget constraints, provide the following materials for all district students and teachers:

1. All instructional materials necessary to assist in achieving the goals of all district-approved programs;
2. All resource materials to enrich and support district-approved educational programs;
3. All support materials to stimulate growth in factual knowledge, literary appreciation, cultural heritage, aesthetic values, and ethical-moral standards;
4. Varied sources of information to contribute to thoughtful, intelligent, and meaningful decision-making;
5. A balance of materials which appropriately cover opposing sides of controversial issues for the purpose of critical analysis; and
6. All materials representative of the many historical, political, social, ethnic, religious, and social groups which contribute to American and world heritage.

The selection of all district materials shall be made by the appropriate certified instructional personnel, under the coordination of the relevant Building Principal, who shall recommend such materials to the Superintendent of Schools for submission to the Board for its approval.

The Board authorizes the Superintendent to establish any and all rules, regulations, and procedures necessary to implement and maintain this policy.

Policy Adopted: 7/6/76
Amended: 3/17/21, 6/16/21

SELECTION OF INSTRUCTIONAL MATERIALS PRINT AND NON-PRINT

1. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school district. ie: Principals, Teachers, Supervisors, Library/Media Specialists.

2. Selection of materials involves many people: the aforementioned professionals in consultation with students. Coordinating efforts for selection of any materials which are to be housed in the media center rests with the professionally trained building library/media specialist.

CHALLENGED MATERIALS

1. Occasionally, individual residents or groups, might object to materials selected for student and teacher use despite the care taken of qualified professionals to select valuable materials to be used in the educational process.

2. If a complaint is made, the procedures are as follows:

    a. Be courteous but make no commitments.

    b. Invite the complainant to file his or her objections in writing.

    c. Inform the Superintendent and the Deputy Superintendent.

    d. The media committee will:

        1. read and examine the material referred to it;

        2. check with original recommendations of the selection committee;

        3. check general acceptance by reading reviews;

        4. weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context;

        5. meet to discuss the material and prepare a report on it;

        6. file a copy of the report in the school and administrative offices.

THE MEDIA COMMITTEE

The school media committee should consist of:

The principal;

The school library/media specialist;

Two teachers from each department or discipline concerned;

The department chairpersons concerned.

The Board authorizes the Superintendent to establish any and all rules, regulations, and procedures necessary to implement and maintain this policy.

Regulations Approved: 7/6/76

Amended: 11/28/78, 3/17/21

REQUEST FOR REEVALUATION OF
INSTRUCTIONAL MATERIALS

1. Name and Address of Complainant Date_____

_____

_____

2. Complainant submitting this form as

a. _____ an individual

b. _____ an organizational representative

If b., name and address of organization and complainant's position in organization.

_____

_____

3. Description of material allegedly unsuitable

a. Title _____

b. Author_____

c. Publisher_____

d. Copyright date_____

e. Publisher's recommended grade level: _____

f. Book _____ AV material (please specify format) ____ Other_____

g. Pages involved in complaint _____

4. Quotation(s) of allegedly unsuitable material and statement of reason for objection.

_____

_____

_____

_____

Signature_____ Date_____

Submit to: Superintendent of Schools

Note: Prior exhibit

SUMMARY REPORT OF SPECIAL REVIEW COMMITTEE

Title of Material: _____

Type of Material: _____

Produced or Written by:_____

Sponsored or Published by:_____

Copyright date: _____

We have examined the above named material and after due and careful consideration:

_____ 1. Have reached the following unanimous decision

_____ 2. Make the following separate majority and minority reports concerning the suitability of this material for the use in the Hewlett-Woodmere Public Schools:

Unanimous or Majority Report	Recommendation	Minority Report
1. _____	1. This material meets the criteria for selection and may be used without restriction as noted in the attached report.	1. _____
2. _____	2. This material does not meet all of the criteria for selection and may be used only on the limited basis noted in the report.	2. _____
3. _____	3. This material is not recommended for use in the Hewlett-Woodmere Public Schools as noted in the attached report.	3. _____

Membership of Committee:

Unanimous or majority Report:

Typed Names	Signatures	Representing
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Minority Report:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Prior Exhibit

DETAILED REPORT OF SPECIAL REVIEW COMMITTEE

1. _____ Unanimous Report

2. _____ Majority Report

3. _____ Minority Report

Title of Material: _____

Type of Material: _____

Produced or written by: _____

Sponsored or Published by: _____

Copyright date: _____

Attached is the report of the special committee appointed to review the material described above.

Typed Names	Signatures	Representing
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Prior exhibit