

Guidelines and Procedures for Policy 606 (updated August 2023)

Purpose of Review of Materials:

The purpose of establishing processes and procedures to review instructional materials is to maximize student learning by selecting materials appropriate to the instructional goals.

New resources are chosen based on the individual needs of the school and the individual needs of the students. Administrators or teachers may be making requests. Resources will be chosen based on knowledge of curriculum and knowledge of children and youth.

Specific purposes resources are chosen:

1. Whole Class Use-Resources for all students in the entire class
2. Book Clubs-Resources where students have a choice (ex. book groups, literature circles)
3. Classroom Libraries-Resources for classroom libraries

Criteria for Selection:

1. Connection to Curriculum (Whole Class Use and Book Clubs)
2. Reviews (including literature experts, library associations and other standard media reviewers)
3. Recognition (Whole Class, Book Clubs and Classroom Libraries)
4. Diversity and Representation of Perspectives (Whole Class, Book Clubs and Classroom Libraries)
5. After reading the book, determine age appropriateness (consider content, topic, text complexity and vocabulary) (Whole Class or Book Clubs)

Principles for the Selection of Materials:

1. Reputable, unbiased, professionally prepared selection aids should be consulted as guides in the selection of instructional materials.
2. The maintenance of qualitative standards for the selection of materials is essential, with all materials being carefully evaluated before purchase. Gift materials shall be evaluated by the same criteria as purchased materials.
3. The materials should be continually re-evaluated in relation to changing curriculum content, new instructional methods, and/or current needs of teachers and students.
4. In selecting media center materials, collections should be developed systematically so that they are well-balanced and represent coverage in all subjects, types of materials, and variety of content.
5. When staff have concerns around a topic being age appropriate, they should seek input from other staff including but not limited to teaching colleagues, building administration, district administration.

Process for choosing new materials.

1. The middle school and high school teachers will review and complete Appendix A for the resources they have chosen.

- a. These documents will be completed and submitted to the building administrator at least one week prior to the review team meeting.
2. Recognizing the uniqueness of elementary classrooms and the volume of elementary books purchased the following will be the procedures:
 - a. Principals will share the procedures with teachers in the fall and in January.
 - b. Teachers are expected to be aware of the criteria. If a teacher encounters a book in question, he/she will meet with their building principal to determine if the book should go through the building review team.

Review Team Meetings

1. Each building will have a review team. The review team will consist of principals, teachers and coaches.
2. The materials being used for the whole class and for a book club will go through the site level review team.
3. For materials for the media center and classroom libraries, the materials will go through the building administrator.

Requests for Review of Current Materials from non-staff members:

Requests for review should come only after the complainant and staff have met on an informal basis. If instructional materials are challenged, requests for their review shall be made in writing on forms provided by the building principal (Appendix B). Upon receipt of a written complaint, the principal shall notify the superintendent, assistant superintendent, department head or team leader, and staff member involved. The review council will be convened.

The review council shall consist of the following persons:

1. The building principal
2. Department head, team leader or grade level representative
3. Two lay persons appointed by the board of education* (Consideration will be given to the Curriculum Advisory Committee members)
4. One teacher appointed at large from the subject area with which the material deals. (Appointed by the principal)

*Different individuals may be appointed each time a review council is convened.

The review council shall follow the process below:

1. Provide the opportunity for both staff member and complainant to make a verbal and/or written presentation and answer questions the review council may present.
2. After presentations from both the staff member and complainant, the council will review and discuss the materials in a closed session.
3. Following the closed session, the review council will render a decision.
4. A written explanation must be given for either action and communicated to the complainant and staff member.

The review council will attempt to resolve the issue within a reasonable amount of time not to exceed two (2) months:

1. Reviewing the material, and

2. Approving or removing the material from the collection.

If the matter remains unresolved, the complainant or staff member, within 10 school days from receipt of the decision may appeal to the Superintendent of Schools. The Superintendent shall communicate his/her decision to the complainant and staff member in writing within 5 school days of receipt of the appeal. If the matter is not resolved at this level, the complainant or staff member may, within 10 school days from the receipt of the Superintendent's decision, request a hearing before the School Board at a regularly scheduled meeting and the School Board's decision shall be final.

No materials shall be removed from use pending Review Council study and final action.

Criteria for Selecting Instructional Materials

Staff person requesting resource: _____

Resource title/Author	
Course/Subject/Gr. Level	
Choose primary purpose of the resource:	Whole Class Use ____ Classroom Library Book Club ____
How is this resource engaging for students?	
What is the instructional goal for use of this resource?	

Criteria Rating Scale: 0- Does not meet criteria 1 - Partially Meets Criteria 2 - Fully Meets Criteria	0	1	2	NA
Criteria #1: Connection to Curriculum (Whole Class Use and Book Club) (If Classroom Library choose NA.) Resource has a direct connection and aligns to the curriculum/standards within a content area. Resource supports rigorous essential questions, enduring understandings, learning objectives/skills in the district's curriculum.				
Criteria #2: Reviews (including literature experts, library associations and other standard media reviewers) (Whole Class, Book Club and Classroom Library) Reviews from more than one source indicating age/developmental appropriateness (include links here)				
Criteria #3: Recognition (Whole Class, Book Club and Classroom Library)				

Resource is recognized by numerous organizations and/or has received awards from multiple organizations. (List information here)				
Criteria #4: Diversity and Representation of Perspectives (Whole Class, Book Club and Classroom Library) Resource represents equity and diversity of perspective (Instructional resource fosters respect for cultural diversity.)				
Criteria #5: After reading the book, determine age/developmental appropriateness (consider content, topic, text complexity and vocabulary) (Whole Class or Book Club) (If Classroom Library choose NA.) Resource's content, topic, text complexity and vocabulary align with the age/development of student it will be used for				

Total Points ____ / ____

Site Evaluation Team Section (Whole Class Use and Book Club)

Members of the Team _____

Date _____

Recommend _____ Not Recommended _____

Principal Section (Classroom Library)

Name _____

Recommend _____ Not Recommended _____