

Adopted: June 12, 2006
Revised: April 24, 2012
Reviewed: September 13, 2016
Reviewed: January 28, 2020
Reviewed: April 12, 2022
Revised: January 28, 2025



606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

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 director of teaching and learning 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 that:
1. support the goals and objectives of the education programs;
 2. consider the needs, age, and maturity of students;
 3. foster respect, understanding and appreciation for cultural diversity and varied opinion;
 4. fit within the constraints of the school district budget;
 5. are in the English language. Another language may be used, pursuant to

Minnesota Statutes, sections 124D.59 to 124D.61

6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The director of teaching and learning 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. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. 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 director of teaching and learning 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.
- B. The director of teaching and learning shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.
- C. District-level selection of core/supplemental materials follow the District's instructional program improvement and curriculum review process.
- D. Buildings or teachers may select supplementary materials for purposes of motivating students, enriching students, or extending practice opportunities. These materials must be consistent with the District's instructional goals and the District's scope and sequence for the subject area (and adhere to the District policy on supplementary material selection). Supplementary materials, including print and audio visual (and telecommunications), should be age appropriate, comply with copyright and usage laws, and use instructional time in an effective manner.
- E. District-level core-supplementary materials may be written and produced within the District. This may occur if District produced materials are potentially more

effective than commercially produced materials, meet District selection criteria more adequately, and can be developed in a more timely and cost effective manner.

- F. The Board does not approve of the use of movies/videos containing vulgar or profane language, nudity, sexually explicit scenes, or violence which are educationally inappropriate for classroom purposes.

Accordingly, it is the general policy of the Board that movies/videos rated “R” are not appropriate for secondary school level students and that movies/videos rated “PG-13” are not appropriate for middle and elementary school level students because such movies/videos may contain vulgar or profane language, nudity, sexually explicit scenes, or violence which are educationally unsuitable or inappropriate for the particular student groups. This policy includes but is not limited to “R” or “PG-13” rated movies/videos, and therefore other movies/videos which are not rated or contain no rating may also be considered educationally unsuitable for particular student groups due to vulgar or profane language, nudity, sexually explicit scenes, or violence. In order to ensure that those movies/videos which are not rated and are currently used in the curriculum comply with this policy, it is expected that those titles be reviewed by department leaders and instructional facilitators within the middle and secondary school levels and by the curriculum and media personnel within the elementary school levels.

In the event, however, that an “R” or “PG-13” movie/video is recommended as appropriate for classroom use due to its value to the curriculum, approval may only be granted if those portions of the movie/video containing vulgar or profane language, nudity, sexual explicit scenes, or violence which are deemed to be educationally unsuitable for the students have been edited from the movie/video. Approval for the use of such movies/videos must be given by the building Principal and the Director of Teaching and Learning; if approval is denied, a request for reconsideration may be appealed to the Superintendent for a final determination. If a movie/video is used in the classroom that has not been approved, the teacher does so at his/her own peril. In addition, notification must be given to the parents and/or guardian by the teacher. This notification should be given at the beginning of the trimester/semester that the movie/video is to be shown and should include information regarding the purpose and content of the movie/video. Absent extenuating circumstances, notification should not be less than 15 days.

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 appendix below provides the guidelines and procedures to be followed when members of the school district community seek reconsideration of textbooks or other instructional materials.

Legal References: MINN. STAT. § 120A.22, Subd. 9 (Compulsory Instruction – Knowledge and Skills)
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 (Education for English Learners Act)
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 (8th Cir. 1982)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
CHSD Policy 604 (Instructional Curriculum)

Appendix

In the event a complaint or criticism is initiated the following procedures shall be followed:

- A. The Citizen shall complete a Citizen’s Request for Reconsideration form (to be provided upon request from the District, or building Principal) for each item which is, in the opinion of the citizen, objectionable. The completed form shall be forwarded to the building Principal.
- B. The request for reconsideration shall be considered by the building Principal, two teachers, and five citizen representatives. Within a reasonable time a recommendation regarding disposition of the request for reconsideration will be forwarded by the building Principal to the Citizen’s filing the request with a copy forwarded to the Director of Teaching and Learning.
- C. Should the issue not be resolved at the building level, the Citizen’s Request for Reconsideration form may be forwarded to the Director of Teaching and Learning for Instruction by the citizen filing the request. The Director of Teaching and Learning shall appoint an ad hoc review committee, the membership of which is subject to the approval of the School Board and in accordance with the following guidelines:

The review committee shall include: one certified teacher, one building level administrator, one district level administrator, and four citizen representatives.

The review committee shall:

- (1) elect a chairperson
 - (2) adopt appropriate guidelines for hearings
 - (3) hold public hearings through which evidence and testimony may be presented relating to the material in question
 - (4) review and analyze appropriate information and submit to the Superintendent his/her recommendation relative to the disposition of the questioned material.
- D. The findings and recommendations of the review committee shall be reported to the Superintendent, to the School Board, and to the citizen filing the request for reconsideration.

Columbia Heights Public Schools ISD 13

CITIZENS REQUEST FOR RECONSIDERATION

Please complete this form and return it to your building principal

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

School Building: _____

Resource on which you are commenting:

_____ Book _____ Audiovisual media materials _____ Periodical _____ Other

Title: _____

Author/Producer: _____

Have you read or viewed whole item? Review or react to item in entirety

Please comment on the resource as a whole as well as being specific on those matters which concern you. Please attach additional page if necessary.

What do you believe is the theme of this item?

To what do you object? (Please be specific: cite portion of pages)

What would you like the school to do about this item?

Signature of Complainant

Columbia Heights Public Schools ISD 13

REPORT OF EVALUATION COMMITTEE

Author: _____ Type of Resource: _____

Title: _____

This decision was made on the _____ day of _____, 20____.

FINDINGS OF FACT:

DECISION:

Signatures of Committee Members: