

SELECTION AND PROCEDURES FOR RECONSIDERATION OF  
INSTRUCTIONAL MATERIALS

I. Legal Responsibility

- A. The Board of Education of the Waterville Central School District is legally responsible for the selection of instructional materials. Since the board is a policy making body, it delegates the Superintendent, in conjunction with members of the professional staff so designated the authority for the selection of materials in accordance with this policy.
  
- B. "Instructional Materials" shall mean any book, or book substitute, which includes hardcover or paperback books, workbooks or manuals, any courseware or other content-based instructional materials in an electronic format, as such terms are defined in the regulations of the commissioner, utilized in the District must be approved by the Board of Education upon the recommendation of the Superintendent of Schools. Such recommendation shall be made by the Superintendent following proper study and evaluation by designated members of the professional staff. After recommendation by the Superintendent, the Board should have the opportunity to examine the textbooks before a final vote of approval is taken. All such required books will be furnished free to all pupils attending the District's schools.
  
- C. Principles for Selection of Instructional Materials
  - 1. Materials will be selected that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils.
  - 2. Materials will be selected that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
  - 3. Material will be selected that will provide a background of information which enables pupils to make intelligent judgments in their daily lives and foster attitudes which will carry into adult life.
  - 4. Materials will be selected that will present opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading, thinking and judgment.
  - 5. Materials will be selected that will be representative of the many ethnic and cultural groups and their contributions to our society.

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6. Materials will be selected that present the many and varied aspects of our culture and society including some aspects that may be considered to be negative.
7. The value and impact of any literary work will be judged as a whole, taking into account the author's intent rather than individual words, phrase or incidents out of which it is made.
8. Educators, remembering the maturity level of a child, may recommend for individual reading, materials they feel will have educational significance for an individual student.
9. Pursuant to Section 200.2 of the Commissioner's Regulations, the District shall give preference in the purchase of instructional materials to those vendors who agree to provide such instructional materials in alternative formats for students with disabilities.

#### D. Selection Tools

Reputable, unbiased, professional prepared selection aids shall be consulted as guides. The judgment of the professional staff must be respected as a valid source in the selection of materials.

#### E. Procedure for Reconsideration of Instructional Materials

1. Criticisms of instructional materials will be brought to the attention of the Superintendent. In the event that a complaint is not resolved informally, a Request for Review of Instructional materials form will be completed and submitted by the complainant.
2. The following procedures will constitute a formal reconsideration:
  - a. A committee will be established by the Superintendent of Schools to review the involved material.
    1. Building Principal(s)
    2. Building Librarian
    3. At least two staff members appointed by the Superintendent
3. The committee will submit a recommendation in writing to the Superintendent. The recommendation will be based upon the "principles for selection of instructional materials."

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4. The Superintendent will submit his/her decision in writing to the person or group asking for reconsideration; and will submit a copy of the complaint and the response to the Board of Education.
  5. Appeals of the decision can be made in writing to the Board of Education. The Board of Education will then submit its decision in writing to the person or group asking for reconsideration.
- II. Instructional materials under reconsideration will remain in circulation until a final decision is reached.

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Waterville Central School District

Legal Ref: Education Law §§701, 702, 704, and 3204; 8 NYCRR 21.4

Adopted: 04/18/84, 05/08/88

Revised: 06/23/98, 06/14/11, 03/27/18