**Regional School Unit 5**
Durham · Freeport · Pownal

*"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."*

Tom Gray, Superintendent of Schools
Kelly Wentworth, Director of Finance & Human Resources
Erica Mazzeo, Assistant Superintendent of Schools
Elisha Morris, Director of Instructional Support

TO: Colin Cheney, Kara Kaikini, Chris Savaiano

CC: Trevor Bean, Jill Hooper

FROM: Tom Gray, Superintendent

DATE: April 30, 2026

RE: Policy Meeting – May 7, 2026

The Policy Committee is scheduled to meet on Thursday, May 7, 2026 at **4:45 p.m.** via Google Meet at the following link: https://meet.google.com/rhv-pfay-ewy
Or dial: (US) +1 318-519-1171 PIN: 491 036 498#

**Agenda:**

1. Law Change:
   None

2. Regular Review:
   IJJ - Instructional and Library-Media Materials Selection

3. Board Request:
   None

# ~~INSTRUCTIONAL AND LIBRARY-MEDIA MATERIALS SELECTION~~ SELECTION OF EDUCATIONAL MATERIALS

~~The RSU No. 5 Board of Directors is legally responsible for all matters relating to the operation of the schools, including the provision of instructional materials and maintenance of library-media resources that support the school system's curriculum.~~

~~While the Board retains its authority to approve the selection of instructional materials, it recognizes the educational expertise of its professional staff and the need for such staff to be involved in the recommendation of instructional materials. The Board delegates responsibility for the selection of instructional materials and library-media resources to the professionally trained personnel employed by the school system, subject to the criteria and procedures for selection and the Board's policy on challenged materials as described below.~~

~~With the assistance of professional staff, the Superintendent shall establish a system for the selection of instructional materials, including procedures to establish an orderly process for the review and recommendation of instructional materials. The Superintendent will be responsible for overseeing the purchase of instructional materials within budgetary parameters set by the Board. The Board expects the Superintendent to report on progress made in aligning instructional materials with curriculum development and evaluation in support of the content standards contained in Maine's system of Learning Results.~~

~~Each school shall maintain a library-media program that includes books and other print materials, multimedia materials, online Internet resources and information technology that support the curriculum. A certified library-media specialist will be responsible for overseeing the school system's library-media program, under the supervision of the Superintendent. As with instructional materials, the Board delegates responsibility for selection of library-media materials and technology and Internet resources to the school system's professionally trained staff, subject to the criteria and procedures for selection and the Board's policy on challenged materials described below.~~

## ~~Definitions~~

~~**"Instructional materials"** include textbooks and other print materials, software and other electronic materials, online/Internet resources (including access), and supplies and other materials to support instruction in subject areas and implementation of the system of Learning Results.~~

~~**"Library-media resources"** include books, print materials, online/Internet resources (including access), multimedia materials and information technology that, as part of the library-media program, support the school system's curriculum.~~

## ~~Objectives of Selection~~

~~The Board recognizes that it is the primary objective of instructional materials to implement and support the curriculum, and of library-media resources to extend support and enrich the educational programs and curriculum of the schools. Quality instructional materials and library-media resources are essential to student learning. In preparing students to meet the content standards of the Learning Results, in supporting the achievement of the school unit's educational goals and objectives, and in providing enrichment opportunities that expand students' interests and contribute to a desire for lifelong learning, it is the responsibility of the instructional program and the library-media centers of the schools to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.~~

**The Board recognizes that the primary objective of educational materials is to implement, extend and enrich the curriculum and education programs of the schools. Educational materials are important to prepare students to meet the content standards of the Learning Results, to achieve the school unit's educational goals, and to provide enrichment opportunities that expand students' interests and encourage life-long learning. The Board seeks to provide a wide range of educational materials at all levels of difficulty, with diverse appeal and representing various points of view.**

**Responsibility for Selection of Materials**

**The Superintendent, in consultation with administrators and professional staff, is responsible for selecting instructional materials and library-media materials to implement the Learning Results and support the curriculum. This includes textbooks, books, print materials, software, online resource materials, multimedia materials and information technology. Certified library-media specialists are responsible for overseeing the library-media program under the supervision of the Superintendent.**

**The Superintendent is responsible for developing any administrative procedures necessary to guide the review and selection of educational materials, and may delegate specific responsibilities to staff as deemed appropriate. All administrative procedures must be consistent with this policy. The Superintendent is expected to keep the Board generally informed about educational materials purchased for the school unit.**

**Criteria for Selection**
**Quality educational materials and resources are essential to student learning and supporting the school unit's educational goals and objectives.**

Instructional and library-media materials selected should:

A. Support **student** achievement of the content standards of the **system of** Learning Results;

B. Support the goals and objectives of the school system's educational programs;

C. Enrich and support the curriculum;

D. Take into consideration the varied interests, abilities, and maturity levels of the students served;

E. Foster ~~global awareness; understanding,~~ respect and appreciation for cultural diversity and varied opinions **and enhance students' capacity for critical analysis**;

F. ~~Give comprehensive, accurate and balanced representation to minorities and women in history, science, leadership and the arts and acknowledge the contributions of ethnic, religious and cultural groups to our American heritage;~~ **Stimulate growth in factual knowledge, literary appreciation, aesthetic values, ethical standards, and critical analysis;**

G. ~~Present a balance of opposing sides of controversial issues to enable students to develop a capability for critical analysis;~~ **Provide a balanced representation of the contributions of diverse groups and individuals to our American and global heritage;**

H. ~~Provide and support factual knowledge, literary appreciation, aesthetic values and ethical standards;~~ **Provide information that will enable students to make informed decisions in their daily lives;**

I. ~~Provide a background of information that will enable students to make intelligent decisions in their daily lives; and~~ **Be accurate and current;**

J. ~~Respect the constraints of the school unit's budget.~~ **Reflect high quality scholarship and presentation;**

**K. Represent significant authors/composers and works from diverse groups;**

**L. Be accessible by individuals with disabilities; and**

**M. Be affordable.**

~~Other factors that should be considered are accuracy and currency of material; importance of the subject matter; scholarship; quality of writing and production; and reputation and significance of the author, artist or composer.~~

~~In evaluating software, multimedia materials and online/Internet resources, additional factors that should be considered include purpose for use; content; format (degree of interactivity or student involvement); appropriate use of graphics, sound and animation; feedback provided; and ease of use.~~

**~~Procedures for~~ Selection Procedure**

**The highest priority shall be** meeting the ~~needs of the~~ **instructional needs of the** individual schools. ~~based on knowledge of the curriculum and the existing collections of~~

~~instructional and library-media materials, shall be the highest priority.~~ **In meeting this priority, preference shall be given to** basic learning materials, i.e., those that are the predominant instructional materials used **at particular grade levels or courses and/or are** ~~by most members of the class, are used for a significant portion of the course or receive major emphasis during a course, or are~~ essential to student achievement of ~~content standards of the~~ Learning Results ~~are to take priority in the selection process.~~**content standards and school unit expectations.**

Before **selecting/**recommending materials for purchase, professional staff should evaluate the existing collection, ~~consulting reputable, unbiased, professionally prepared selection aids and specialists from all departments and/or all grade levels.~~ **consult with staff from appropriate departments and/or grade levels, personally review the material, and obtain recommendations/reviews regarding the material from appropriate reputable sources.**

~~Social studies and science textbooks should not be older than five years unless up-to-date supplemental instructional materials are also available.~~

~~Whenever possible, purchase of print or non-print materials and multimedia, Internet and technology resources shall be made only after personal evaluation by the library media specialist and/or other appropriate professional staff. Reviewing aids may be used in lieu of personal evaluation.~~

~~Multiple copies of outstanding and much-in-demand materials should be purchased as needed. Worn or missing standard items should be replaced periodically. Out-of-date or no-longer-useful materials should be withdrawn from the collection/circulation.~~

**Multiple copies of materials should be purchased as needed and within budgetary constraints. Worn or missing materials should be replaced as needed. Outdated materials or materials that are no longer in demand should be withdrawn from the collection and/or circulation.**

**Donated Materials**

Gift materials are ~~to be evaluated~~ **judged** by the same criteria as ~~purchased~~ materials **selected by the school staff** ~~and are to be accepted or rejected by those criteria~~ and in accordance with Board policy on gifts and donations.

~~**Parental Authority**~~ **Inspection of Materials by Parents and Opt-Out Requests**

A student's parent/guardian may inspect, upon request, any instructional **or library-media** material used as part of the curriculum. ~~The Superintendent will be responsible for developing and implementing procedures for providing access to instructional material within a reasonable time after such a request is made.~~ **Such requests shall be made to the appropriate teacher or the library-media specialist. Access to the materials shall be provided within a reasonable time after such a request is made. The Superintendent may develop any administrative procedures necessary to implement this process.**

**If a parent/guardian wishes to restrict their child's access to particular instructional materials, the procedure in Board Policy IMBB shall be followed.**

~~The Board recognizes that the final authority as to what materials an individual student will be exposed rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parents' rights to permit their children to read or view the same material.~~

~~Library-media center materials will not be removed from the collection because of criticism except in accordance with Board policy.~~

**Challenged Materials Procedure**

~~Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, the Board recognizes that objections may be raised occasionally by students, parents, school staff or community members.~~

~~In the event a complaint is made, the following procedures will apply:~~

**This procedure applies only to requests to restrict access to or remove materials from the school's collection or curriculum. Individual exemption requests are subject to Board policy IMBB as described in Section E. In the event that a student, parent/guardian, staff or community member has a concern regarding particular materials, or requests to restrict access to or remove particular materials from the curriculum or library collection, the following procedure will be followed. No changes in access to, or removal of, educational materials will be made until the procedure is completed.**

A. ~~The complaint shall be heard first by the person providing the materials in question.~~ **The complainant must discuss their concern first with the person providing the material in question. Individual staff members may discuss concerns, but do not have the authority to restrict access to or remove materials from the curriculum or library collection.**

B. If the complaint is not ~~resolved~~ **satisfied,** ~~the complainant~~ **they** shall be referred to the building ~~Principal~~ **administrator,** ~~and requested to fill out the~~ **who shall provide a copy of this policy and request the complainant complete the** ~~"Instructional and Library-Media Materials Challenge Form."~~ **Citizen's Challenge of Educational Media" form.** A copy of the form will be forwarded to the Superintendent.

C. The Superintendent shall appoint a committee composed of the following persons to review the complaint: one ~~Principal at the appropriate grade level~~ **administrator;** one librarian-media specialist; one classroom teacher; **the**

**curriculum leader/grade level leader/department head in the subject area of the challenged materials;** and one community member. **The review committee meeting will only include members of the committee.**

D. The review committee shall read and examine the materials referred to them; check general acceptance of materials by reading **a range of** reviews **(if applicable)**; and weigh **the** value ~~and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and to prepare a written report on it.~~ **of the material in light of this policy and the school unit's educational mission and programs. Committee members are expected to form opinions based on the material as a whole and not on passages or portions pulled out of context. The Committee should generally be neutral toward viewpoints expressed in materials, and shall ask the Superintendent to consult legal counsel for advice concerning any questions involving freedom of speech or expression. The committee shall meet to discuss the material and prepare a written report with their recommendation. The committee may recommend to make no changes in access to the material; to restrict or relocate the material; to substitute the use of different educational material in place of the material under review; or to remove the material from the school unit's curriculum or collection.**

E. ~~The report of the committee shall be forwarded to the Superintendent who will inform the complainant of the results.~~**The committee shall provide the report to the Superintendent, who will inform the complainant of the committee's recommendation in writing. If there is no appeal of the recommendation, the recommendation will be implemented.**

~~F. No materials shall be removed from use until the review committee has made a final decision.~~

G. ~~The review committee's decision may be appealed to the Board. The Board may set aside a portion of a regular meeting or call a special meeting for the purpose of receiving testimony from representatives of the various points of view.~~ **Either the Superintendent or the complainant may appeal the committee's recommendation to the Board. An appeal must be made in writing within ten (10) business days and must specify the reasons for disagreement with the committee's recommendation. The Board may set aside a portion of a regular meeting or call a special meeting to review the complaint and the committee report, and to receive testimony from representatives of the various points of view who are members of the community served by the school unit.** The material in question shall be:

1. Reviewed objectively and in its full content;

2. Evaluated in terms of the needs and interest of students, school, curriculum and community;

3. Considered in the light of differing opinions; and

4. Reviewed in light of the criteria ~~for initial selection and purpose as provided herein~~ **set forth in this policy, and the school unit's educational mission and program.**

The Board will announce its decision in writing not later than the conclusion of the next regular meeting of the Board. ~~following its receipt of said testimony.~~

Legal Reference: 20-A MRSA §§ 1001 (10-A); 1055 (4); 4002
~~Ch. 125 §§ 9.01, 9.03 (Me. Dept. of Ed. Rules)~~
~~P.L. 107-110 § 1061 (No Child Left Behind Act)~~
**Maine Department of Education Rule Chapter 125**
**20 U.S.C. § 1232h**

Cross Reference: IJJ-E – Citizen's Challenge of Educational Media Form
**IMB - Teaching about Controversial Issues**
**IMBB - Exemption from Required Instruction**

Adopted: July 8, 2009
Revised: October 28, 2009
Reviewed: December 14, 2011
Reviewed: October 25, 2017