

E - PROGRAM

INSTRUCTIONAL/MEDIA MATERIALS

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The authority to select instructional/media materials is delegated to the professional staff.

Such materials shall:

- a. Complement the strategic plan, mission, goals, and policies of the District.
- b. Enrich and support the curriculum and instructional needs of the students taking into consideration their varied interests, abilities, maturity levels and learning styles.
- c. Reflect the cultural diversity and pluralistic nature of American society and the local community.
- d. Represent differing viewpoints on controversial subjects.
- e. Be the product of competent, qualified authors, illustrators and producers.
- f. Provide current and relevant materials in appropriate formats.

In selecting instructional/media materials, professional staff shall evaluate the existing collections, assess curricular needs, examine materials before purchase, and/or consult reputable, professionally prepared selection aids. Recommendations may be solicited from professional staff and students.

Textbooks shall be selected by the appropriate District Curriculum Committee with review by the Administrative Team, and subject to final adoption by the School Board for not less than five years. In addition to meeting criteria listed above, selection procedures shall address appropriate reading levels and successful usage in other school districts. The Director of Curriculum and Instruction shall direct selection procedures and shall be responsible for compiling an updated listing of all adopted textbooks.

Professional staff will accept or reject gift materials after judging them by the criteria listed above. Selection of materials is an ongoing process which shall also include the removal of materials which are inaccurate, out-of-date, or in poor physical condition.

No student shall be required to use specific instructional/media materials which are objectionable to his/her parents or guardians. When materials are objectionable, the student shall be assigned alternative materials consistent with instructional objectives/goals.

When the content of instructional/media materials is objected to as to its use in the schools (by either certified staff member, parent, or St. Francis citizen), the following procedures shall apply:

1. The professional staff member to whom the objection is made shall deal with the objection in a courteous manner without argument or commitment and shall notify the Principal of the objection.
2. If informal discussion does not resolve the matter, the objector shall complete the Form Objecting to Content of Instructional/Media Material.

3. The Principal shall notify the Superintendent and appoint a Review Committee. The Committee shall meet within ten working days and be composed of one administrator, two teachers, one student services professional, and one media specialist.
4. If media material is being objected to, the Review Committee shall:
 - a. Read, view, or listen to all the material pertinent to the objection.
 - b. Read reviews and consult recommended lists provided by the library media specialists.
 - c. Determine the extent to which the material adheres to the criteria listed in the first paragraph of this policy.
5. If classroom instructional material is being objected to, the Review Committee shall:
 1. Read, view, or listen to all the material pertinent to the objection.
 2. Examine the material within the context of the curriculum of the course.
 3. Determine the extent to which the material adheres to the criteria listed in the first paragraph.
6. The objector shall have the opportunity to be present at Review Committee meeting(s) and be given time to present his/her point of view.
7. Only the Review Committee by majority vote shall determine whether or not (or to what extent) the material objected to shall be removed from use in the School District. The administrator on the Review Committee shall submit a written report on the review to the Superintendent within ten working days with a copy to the objector.
8. The objector may appeal the decision of the Review Committee to the Superintendent of Schools.

/original signed/

Clerk

Adopted: September 28, 1995
Last Revision: June 1, 2009

**FORM OBJECTING TO CONTENT
OF INSTRUCTIONAL/MEDIA MATERIAL**

1. Resource on which you are commenting:

_____ Book

_____ Audiovisual Resource

_____ Magazine

_____ Other

_____ Newspaper

Title _____

Author/Producer _____

2. What is your objection?

3. Please comment on the material as a whole. Be specific about those matters to which you object. (Use other side if needed.) Comment:

Your Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Signature _____