

## **Books/Materials Selection and Reconsideration Policy**

### **1. Philosophy**

1. The River Bend CUSD #2 educational programs strive to meet the needs of all students regardless of abilities, backgrounds, and interests.
2. River Bend CUSD #2 seeks to accomplish this through the selection of instructional and recreational reading resources that will enable the learner to function as an individual and in society.

### **2. Responsibility for Selection**

1. The responsibility for the selection of learning resource materials officially and legally belongs to the Board of Education, as the governing body of the school district.
2. As the Board of Education is a policy making body, it delegates the responsibility to the Superintendent. The Superintendent, in turn, delegates the actual authority to the principal, who may delegate the authority to the media specialist and teachers. Therefore, it is the responsibility of the media specialist and the teachers to provide a variety of age appropriate, and/or ability appropriate, and educationally relevant resource materials.

### **3. Criteria for Selection**

1. Materials shall support and be consistent with the general educational goals of the state and the district and the objectives of the specific courses.
2. Materials shall meet high standards of quality in factual content and presentation or shall have aesthetic, literary, or social value.
3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
4. Materials shall be chosen to foster respect for all people.
5. Materials shall be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights, and privileges as participating citizens in a pluralistic, non-sexist society.
6. Biased materials may be provided only to meet specific curriculum objectives.
7. Physical format and appearance of materials shall be suitable for their intended use.
8. The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing a broad spectrum of views.

### **4. Procedure for Selection of Materials**

1. In selecting materials, the media specialist or teacher will evaluate the existing collection, assess curricular needs, examine materials and/or consult reputable, professionally prepared selection resources. Requests for new acquisitions will be solicited from faculty and students, with the final decisions being made by the media specialist and/or classroom teacher.
2. Selection is an ongoing process and includes the vetting and removal of materials no longer appropriate and the replacement of lost or worn materials still of educational value.

### **5. Procedure for Reconsideration of Resource Materials**

1. A seven-member reconsideration committee will be appointed by the administration when necessary and will consist of two teachers (revolving), one administrator (revolving), one media specialist, one high school student, one parent, and one Board of Education Member.
  - a. Teacher x2
  - b. Administrator
  - c. Media specialist
  - d. FHS Student (junior or senior)
  - e. Parent
  - f. Board of Education Member
2. Any resident or employee of the school district may raise an objection to instructional materials used in the district's educational programs, despite the fact that the individuals selecting such material were duly qualified to make the selection and observed the established criteria. Only a parent or guardian of a student presently using the material in question may submit a formal written complaint.
3. The school official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The material(s) shall remain in use or circulation until all processes of reconsideration have been completed.
4. The school or staff member receiving a complaint shall explain to the complainant the school's selection procedure, criteria, qualifications of those selecting the material, the place the material occupies in the educational program, and its intended use. A written record of initial contact shall be kept by the staff member.
5. In the event that the person making an objection to the material is not satisfied with the initial explanation after meeting with the classroom teacher and principal, a reconsideration form will be offered for the complainant to complete.

Upon receipt of the completed form, the principal requests review of the challenged material by the reconsideration committee within ten school days. The committee will then take the following steps after receiving the challenged material:

1. Read, view, or listen to the material in its entirety prior to considering any response.
2. Consult professionally prepared reviews of the material when available or feasible.
3. Upon request of the committee, individuals with special knowledge may be present to give pertinent information.
4. The final decision will be one of the following:
  - a. No removal
  - b. Remove all or part of the challenged material from the curriculum
  - c. Limit the use of the challenged material
  - d. Move the material to the library for another age level of student
  - e. Other alternatives may be available
5. The final decision is given to the Superintendent and the complainant in writing. If the complainant is still not satisfied, he/she may ask the Superintendent of schools to present an appeal to the Board of Education which shall make a final decision regarding the issue.

**Instructions to Evaluating Committee**

1. Bear in mind the principles of the freedom to learn and read and base your decision on the broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.
2. Study thoroughly all materials referred to you and read available reviews. The general acceptance of materials should be checked by consulting with standard evaluation aids and local holdings in other schools. Please also keep in mind that our local community may have different or similar values.
3. Passages or parts should not be pulled out of context. These values and faults should be weighed against each other and the opinions based on materials as a whole.
4. Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of the discussion of the questioned material.

**Reconsideration Form for Re-Evaluation of Printed or Media related material (To be submitted to the building principal)**

Subject Area: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_

Approved: September 21, 2022

River Bend CUSD #2

Please state as precisely as possible, the specific curriculum area, instructional material, or program to which you object (include name, title, author, and any other identifying information).

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How did you become aware of the curriculum area, instructional material, or program? Did you review the entire item? If not, what sections did you review?

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Do you want your child excluded from participation? \_\_\_\_\_ YES \_\_\_\_\_ NO

If exclusion in participation is desired please define your expectations of an exclusion:

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In place of participation in the curriculum area, what course of study would you recommend for your child?

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River Bend CUSD #2

Complainant Name (Please Print)

Contact Information/Telephone & Address

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\_\_\_\_\_

\_\_\_\_\_

Complainant Represents

- Student
- Parent/Guardian of Student
- Other \_\_\_\_\_

Complainant Signature \_\_\_\_\_ Date \_\_\_\_\_