

# GUIDELINES FOR SELECTION OF INSTRUCTIONAL MATERIALS

## Policy 361.1 Rule

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Educational goals of the local school district, individual student learning modes, teaching styles, curricula needs, faculty and student needs and interests, existing materials and resource sharing shall be considered in developing media collections. Guidelines for the evaluation and selection of curricula resources are listed.

Curricula materials should:

- Be current and relevant to today's world;
- Represent artistic, historic, and literary qualities;
- Reflect problems, aspirations, attitudes and ideals of a society;
- Contribute to the objectives of the instructional program;
- Be appropriate to the level of the user;
- Represent differing viewpoints on controversial subjects;
- Provide a stimulus to creativity.

Technical materials should:

- Be of acceptable technical quality, and of a medium best suited to its content;
- Be current, accurate and reliable;
- Be readable, typographically correct, and well balanced.

### **Reconsideration of Textbooks and Other Classroom Instructional Materials or Resources**

1. Challenges regarding specific textbooks or other instructional materials or resources used in the classroom will be reviewed upon receipt of a "Request for Reconsideration of Instructional Materials" (361.1 Exhibit) form. Such requests will be referred to appropriate staff members in a school in which the materials are used. Assigned staff will review the item or resource in question and present a recommendation to the appropriate building principal and the Director of Curriculum and Instruction. The administrator(s) receiving the staff recommendation will make an initial determination on the

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challenge, and inform the District Administrator and the person who challenged the material of the determination.

2. Should the complainant be dissatisfied with the administration's initial determination, the complaint will go to a Materials Review Committee consisting of at least three (3) licensed staff members selected by the appropriate building principal and the Director of Curriculum and Instruction.
  - a. This committee will make a recommendation to the appropriate building principal and the Director of Curriculum and Instruction who will review the Committee's recommendation with the District Administrator and reach a decision. The administrative decision following the Committee's review will be communicated to the complainant.
  - b. The meetings of the Materials Review Committee will be conducted in compliance with applicable requirements of the Open Meetings Law, including ensuring appropriate public notice of the committee's meetings.
3. Should the complainant be dissatisfied with the administrative decision made following the review that is conducted by the Materials Review Committee, the complaint will be referred to the Curriculum Committee of the School Board. The Curriculum Committee will present their findings to the School Board to be acted upon. Decisions of the School Board shall be final.

Unless and until the District representative who is charged under these procedures with reviewing and responding to challenges to textbooks or other instructional materials or resources used in the classroom determines that a challenge to an item or resource will be upheld in whole or in part, the material or resource in question generally will not be discontinued from being used in the classroom. However, the person challenging the use of

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the textbook or other instructional material or resource in the classroom may request the District to provide alternative instructional materials or resources for their child to use in the classroom in lieu of the challenged material. Such requests may be approved at the discretion of the building principal in consultation with the classroom teacher.

Duplicative or otherwise redundant requests to reconsider the same resource or to reconsider a different resource with substantially similar content for substantially similar reasons may be restricted. In the event that the District concludes that a reconsideration request is redundant to a previous request in which a relevant resource was thoroughly reviewed and evaluated, the District will inform the complainant that the District is choosing to rely on the previous evaluation and that the complainant may immediately seek a final review of the decision by the Curriculum Committee of the School Board.

### Legal References:

### Cross References:

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**Revised/Reviewed Date:** 5/21/2018, 1/24/2022, 9/25/2023, 10/28/2024