

## **Textbook/Supplementary Materials/ Library Materials Selection and Adoption**

### **PHILOSOPHY**

The primary objective of the Eagle County School District's instructional/media materials and teaching strategies shall be to implement, enrich, and support the education program of the school. It is the duty of the school and the media center 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 school media centers provide additional materials to attract students to reading, viewing, and listening as sources of life-long pleasure and recreation over and above needed subject content.

### **RESPONSIBILITY FOR SELECTION OF MATERIALS**

The Board of Education, as the policy making and governing body of the School District, is legally responsible for the selection and approval of all print and non-print materials.

Selection of materials should involve many people (*i.e. administrators, teachers, and media specialists*). The responsibility for coordinating the selection of instructional and media materials and for making recommendations for purchase is delegated to the professionally-trained staff.

### **OBJECTIVES OF SELECTION**

1. To provide materials that will implement, enrich, and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To stimulate a love of reading, viewing, listening, and learning which will provide for recreation and personal enjoyment, and will encourage a continuing self-education enabling one to make intelligent judgments in daily life.
4. To provide materials on opposing sides of issues so that young citizens may develop the skills of critical analysis.
5. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.
6. To provide an understanding of the American freedoms and a desire to preserve and enhance the democratic form of government through the development of informed and responsible citizens.
7. To provide materials representative of religious, ethnic, and cultural groups.

**CRITERIA FOR THE SELECTION OF INSTRUCTIONAL AND MEDIA CENTER MATERIALS**

1. Selection of materials shall be based upon the needs of students and the needs of school personnel.
2. Materials shall support and be consistent with the general educational goals of the District and the objectives of specific areas of study and/or courses.
3. Materials shall meet high standards of quality in content and presentation.
4. 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.
5. Materials shall have aesthetic, literary, or social value.
6. Materials shall be written/prepared by competent and qualified authors and producers.
7. Materials shall fairly represent the economic, political, and religious dimensions of historical and contemporary society. Materials shall be designed to encourage students and staff to meet their responsibilities and obligations as citizens and to understand their rights and privileges.
8. Materials shall foster respect for cultural, ethnic, and religious groups.
9. Materials on controversial issues shall be selected to maintain a balanced collection representing various views. Biased or slanted materials may be provided to meet curriculum objectives that are otherwise consistent with these procedures and Board policy.
10. Physical format and appearance of materials shall be suitable for their intended use.
11. Gift materials shall be judged by basic selection standards and shall be accepted or rejected on the basis of these standards.

Materials selection should be a systematic, continuing process throughout the year so that resources will be balanced in terms of both curriculum needs and the needs and interests of individual students and instructors. Suggestions and/or requests from faculty, students, parents, and residents of Eagle County for additional materials are encouraged.

**CRITERIA FOR REMOVAL OR THE RESTRICTIVE USE OF INSTRUCTIONAL/**

**MEDIA MATERIAL**

1. The material is worn and cannot be economically repaired;
2. The material has been replaced by a newer edition;
3. The material is misleading and/or factually inaccurate;
4. The material is educationally unsuitable or educationally unsuitable for a specific age group;
5. The material is pervasively obscene.

A record will be kept by the Assistant Superintendent (*or his/her designee*) of all materials that have been removed or restricted because of criteria #3, #4, and #5. The record will identify the reason for removal, the name of the person(s) responsible for the removal, and the date the removal occurred.

**PROCEDURE FOR RE-EVALUATION OF INSTRUCTIONAL/MEDIA MATERIALS OR TEACHING STRATEGIES**

1. Each principal shall review the selection and objection rules with the staff at least annually. The staff shall be reminded that the right to object to materials/strategies is one granted by policies enacted by the Board of Education. They shall also be reminded of ethical and practical considerations in attempting to handle resident or colleague complaints with courtesy and integrity.
2. Any resident or employee of the Eagle County School District may raise objection to instructional/media materials or teaching strategies used in the District. Only the procedures in this policy may be used for a challenge.
3. The certificated staff member receiving a complaint regarding instructional/media materials or teaching strategies shall try to resolve the issue informally.
  - a. The certificated staff member initially receiving a complaint shall explain to the complainant the school's and/or the District's selection procedure and/or criteria, and the qualifications of those persons selecting the material or using the teaching strategy. The complainant should be offered a copy of this policy.
  - b. The certificated staff member initially receiving a complaint shall explain the purpose the objected to material/strategy has in the educational program, and any additional pertinent information regarding its use. In the alternative, the certificated staff member may refer the complaining party to someone who can identify and explain the use of the material/ strategy.
  - c. The individual receiving the initial complaint shall report the complaint to the

principal no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. A written record of the contact shall be prepared by the staff member initially receiving the complaint and shall be filed with the principal. In the case where the principal receives the initial complaint from the resident/employee, (s)he shall be responsible for completing this written record.

4. In the event that the person making an objection to the material/strategy is not satisfied with the initial explanation, the person raising the question should be referred to the building principal. If, after meeting with the principal, the complainant desires to file a formal complaint, the principal will provide the complainant with a copy of the District "Request for Reconsideration of Instructional/Media Materials or Teaching Strategy" form (*Exhibit IJJ-E1*). The District Office and the administrative offices of each school will keep on hand and make available this form upon request. All formal objections to instructional materials must be made on this form and submitted to the Superintendent.
5. Any materials/strategies which have been through the complete re-evaluation process within the past three years will not be reconsidered.
6. All formal objections will be reviewed by a District "Reconsideration of Materials/Teaching Strategy Committee." This committee shall be appointed and meet whenever necessary to consider a challenge.
7. Generally, use of challenged materials/strategies shall not be restricted during the reconsideration process. However, in unusual circumstances, use of the material/strategy may be temporarily discontinued at the sole discretion of the Superintendent.
8. The "Reconsideration of Materials/Teaching Strategy Committee" will utilize the following procedures:
  - a. If a formal challenge is received, a District "Reconsideration of Materials/Teaching Strategy Committee" shall be appointed not later than thirty (30) calendar days following receipt of the challenge. A new committee shall be formed for each challenge.
  - b. The Committee shall hold an organizational meeting within fifteen (15) calendar days after all the members have been appointed.
  - c. The Committee shall be made up of nine members:
    - (1) Three (3) teachers
    - (2) One (1) principal
    - (3) One (1) media specialist
    - (4) The Superintendent's designee
    - (5) Three (3) School District residents

The teachers, the principal, the media specialist, and the Superintendent's designee shall be appointed by the Superintendent. The School District residents shall be appointed by the ECSD District Accountability Committee.

- d. The Superintendent's designee shall act as the chairperson for the Committee from among the membership. The chairperson will vote only to break a tie vote.
- e. If the challenge is made by more than one person, the group making the challenge shall select one person as its spokesperson, and the spokesperson shall be the sole representative of the group making the challenge throughout the challenge procedures.
- f. The procedure for the first meeting following the organizational meeting shall be as follows:
  - (1) The complainant will be provided with a copy of Policy IJJ/IJK/IJL, a listing of the membership of the Committee, and relevant information regarding the meeting (*e.g. time, date, location, etc.*);
  - (2) Copies of the challenge form shall be distributed to each Committee member;
  - (3) The complainant or group spokesperson shall have an opportunity to talk about and expand on the information in the challenge form;
  - (4) If available, copies of professionally-prepared reviews of the challenged materials/strategy shall be distributed to Committee members;
  - (5) Copies of the challenged materials shall be distributed;
  - (6) Each Committee member shall be asked to review the information received or distributed before the next meeting.
- g. At a subsequent meeting, interested persons, including the complainant or group spokesperson, shall have the opportunity to share their views. The Committee will request that individuals with special knowledge be present to give information to the Committee. The complainant or group spokesperson shall be kept informed by the chairperson concerning the status of the complaint throughout the Committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of committee meetings. Meetings shall be conducted informally, but the Committee shall have the discretion to set the meeting dates and agendas and to determine who may present information to the Committee. The Committee may hold as many meetings as it deems necessary.
- h. The Committee shall make findings and submit a written decision to the parties involved (*i.e. Superintendent, complainant, and appropriate building principals*) within fourteen (*14*) calendar days of the hearing, unless additional time is

needed. The Committee's decision shall include one of the following recommendations:

- (1) The material, issue, or strategy is compatible with the criteria and guidelines of policy and should not be restricted.
- (2) The material, issues, or strategy is not compatible with the criteria and guidelines of policy and should be discontinued.
- (3) The material, issue, or strategy should be limited to the conditions specified by the Committee.

- i. A recommendation to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the selection or use of the material/strategy.
9. If either party is dissatisfied with the Committee's decision, (s)he may appeal to the Superintendent. Such appeal shall be in writing and shall include a statement of the complaint, the decisions of the Committee, and a statement of the reasons for the appeal. This appeal must be submitted within fourteen (14) calendar days after receipt of the Committee's decision.
  10. The Committee's recommendation(s) are not binding on the Superintendent; however, the Superintendent will consider the Committee's recommendation(s) before making a final decision. The Superintendent will provide the Committee, the complainant(s), and the appropriate principal(s) with a written decision after completion of this process. This decision shall be final unless the Board of Education accepts the matter for review.
  11. If not satisfied with the Superintendent's decision, the complainant(s) or the committee members may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board of Education. The Board shall have the discretion to accept or reject the matter for review. If the Board of Education decides to hear the complaint, the Board shall schedule a meeting, at which it will consider the appeal. At such meeting, the Board may hear arguments from the parties, review the prior decisions and evidence, and make such inquiry as it deems necessary. The Board will render a written decision to all parties concerned. The Board's decision will be final, and appropriate administration action, if necessary, will be taken.

CROSS REF.: IJ, Instructional Resources and Materials  
KEC, Public Concerns/Complaints About Instructional Resources

*NOTE 1: Each school district should approve procedures to accompany this policy.*

NOTE 2: If a school district obtains library grant moneys pursuant to C.R.S. 24-90-402 et seq., the district must equip all school library computers with software and internet service that "filter" and limit the ability of minor students to gain access to materials that are obscene or illegal. The district must also develop a policy that establishes and enforces measures to restrict minor students from obtaining computer information that is obscene or illegal.