

SELECTION OF MATERIALS FOR INSTRUCTION

The district is committed to maintaining a positive learning environment, and encouraging thought and discussion by providing a wide range of educationally appropriate materials. Materials will reflect diversity of appeal and different points of view. Instructional materials are selected to implement, enrich and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students.

The responsibility for the selection of library materials is delegated to the teacher librarian.

In the case of textbooks, the Board will make the final decision after receiving a recommendation from the superintendent and certified staff. The criteria stated above for other instructional materials will apply to textbooks as well.

Educational materials given to the school district must meet the criteria established above. These criteria are further spelled out in the administrative regulation that corresponds to this policy.

It is the responsibility of the superintendent in consultation with the teacher librarian(s) and others to develop administrative regulations regarding this policy. It is recommended that the policy and regulations be reviewed with employees on a regular basis.

NOTE: This is a mandatory policy and a reflection of Iowa law.

Legal Reference: Iowa Code §§ 279.8; 280.3,.14; 301 (2007)
281 I.A.C. 12.3 (12).

Cross Reference: 505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials

SELECTION OF MATERIALS FOR INSTRUCTION

Instructional materials are selected to implement, enrich and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students. The responsibility for the selection of instructional materials is delegated to the appropriate certificated staff, subject to the approval of the building administrator.

Teacher librarians and teachers will select instructional materials that:

- support the educational goals and objectives of the district;
- consider the needs, age and maturity of students;
- foster respect and appreciation for cultural diversity and difference of opinion;
- stimulate growth in factual knowledge and literary appreciation;
- encourage students to exercise freedom of thought and to make independent judgments through exposure to multiple viewpoints;
- are prepared by competent and qualified authors and producers’
- portray the variety of careers, roles and lifestyles open to persons of both sexes, and
- increase an awareness of the right, duties and responsibilities of each member of a multicultural society.

Procedure for Selection

1. In selecting materials the teacher librarian or the teacher will evaluate the existing collection, and the curricular needs and will consult reputable, professionally prepared selection aids and other appropriate sources.
2. Materials will be selected for their strengths, rather than rejected for their weaknesses.
3. Recommendations for purchase will be solicited from faculty and students.
4. Gift material shall be judged by the same criteria as purchased materials and shall be accepted or rejected by those criteria.
5. Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.
6. The same thought and care given to selection of materials will be exercised in the ongoing review of materials so that the collection will remain current and useful to its clientele.
7. The principal shall review the selection policy and procedures with the staff annually.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Any resident or employee of the school district may raise an objection to instructional materials used in the district's educational program on the basis of its educational appropriateness, and request that the material be reconsidered.

It is the responsibility of the superintendent in consultation with the teacher librarian(s) and others to develop administrative regulations for the process of reconsidering instructional materials. It is recommended that the policy and regulations be reviewed with employees on a regular basis.

NOTE: This is a mandatory policy and a reflection of Iowa law.

Legal Reference: Iowa Code §§ 279.8; 280.3,.14; 301 (2007)
281 I.A.C. 12.3 (12).

Cross Reference: 208 Ad Hoc Committees
213 Public Participation in Board Meetings
402.5 Public Complaints About Employees
505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials
901.1 Public Examination of School District Records

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Any resident or employee of the school district may raise an objection to instructional materials used in the district's educational program on the basis of its educational appropriateness. The procedure is outlined as follows:

1. The staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use. The staff member initially receiving the complaint shall:
 - explain to the complainant the school's selection policy, procedure, and criteria.
 - explain the particular place the material occupies in the educational program, its intended educational use, or refer the complainant to someone who can identify and explain use of the material.
2. In the event that the objection to material is not satisfied informally, the person raising the question should be referred to someone designated by the principal to handle such complaints or to the teacher librarian for that attendance center. If the complainant desires to file a formal complaint, the person will be given a Citizen's Request for Reconsideration of Instructional Materials.
3. The individual receiving the initial complaint shall advise the school principal of the initial contact 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 maintained by the principal.

Request for Reconsideration

Each school and the central administration office will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional materials shall be made on this form.

The Reconsideration Request form shall be signed by the complainant and filed with the Superintendent or designee.

Within five (5) school days from receipt of the Citizen's Request for Reconsideration of Instructional Materials in the superintendent's office, the Reconsideration Committee will be convened to deal with the issues raised. The following will constitute this Committee:

- Superintendent's designee (chair)
- One building administrator designated annually by the Superintendent
- One teacher designated annually by education association
- Two teacher librarians, designated annually by the Superintendent
- Two representatives designated annually by the parents' organization
- One high school student, designated annually

The superintendent's designee will chair the Committee and be a nonvoting member. A secretary will be appointed to keep minutes of record to be used in the development of the written decision.

The Committee shall first meet each year before the end of September. At the first meeting, the Committee will be instructed on the selection policy and process and issues related to intellectual freedom. Subsequent meetings will be called as needed.

If an objection is raised, the Committee shall receive all Citizen's Request for Reconsideration of Instructional Materials from the Superintendent or person designated by the Superintendent.

The procedure for the first meeting following receipt of a Reconsideration Request form is as follows:

1. Distribute copies of written Reconsideration Request form.
2. Give complainant an opportunity to talk about and expand on the request form.
3. Distribute reputable, professionally prepared reviews of the material when available.
4. Distribute copies of challenged material as available.

The Committee shall consider testimony from the complainant, professionally prepared reviews of the materials when available, and input from others with special knowledge as may be requested by the Committee.

Within twenty (20) school days from receipt of the Citizen's Request for Reconsideration of Instructional Materials, the Committee shall arrive at a decision by consensus and forward that written decision to the Superintendent, to the complainant, and to the appropriate attendance centers. The Committee's final decision will be :

- to retain the challenged materials,
- to remove all or part of the challenged materials, OR
- to limit the use of the challenged materials.

Committee members directly associated with the selection, use, or challenge of the materials shall be excused from the Committee during the deliberation on such materials. The Superintendent may appoint a temporary replacement for the excused Committee member, but such replacement shall be of the same general qualifications of that person excused.

If not satisfied with the decision, any person may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board.

Any person dissatisfied with the decision of the Board may appeal to the State Board of Education pursuant to Iowa Code Chapter 290.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301 (2007).
281 I.A.C. 12.3(12).

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IowaTown School District

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number(s) _____ E-Mail _____

Type of Material on which you are commenting (circle)

Book

Textbook

Video

Magazine

Audio Recording

Newspaper

Electronic tool/Internet

Other: _____

Title: _____

School(s) in which item is used: _____

Complainant represents: herself/himself (circle)

Organization (identify) _____

If necessary, please use the back of this sheet to complete your answers.

1. What brought this item to your attention?
2. Please list your specific objections to this material, citing exact passages, page numbers, frame numbers, etc.

3. Did you review the entire item? If not, what sections did you review?

4. Do you perceive any instructional value in the use of this item?

5. What do you believe is the purpose of this material?

6. What effect do you think this material would have on your child/children?

7. Other comments.

Signature of Complainant:

Date:
