

## **361.1            INSTRUCTIONAL MATERIALS SELECTION AND EVALUATION**

As the governing body of the School District, the School Board is legally responsible for the selection of instructional materials. Since the Board is a policy-making body, it delegates to professional personnel of the District the authority for the selection of instructional and library materials in accordance with the policy below.

Materials for school classrooms and school libraries shall be selected by the appropriate professional personnel in consultation with the administration and faculty. Final decision on purchase shall rest with the District Administrator subject to official adoption by the Board in the case of basic textbooks.

The Board believes that it is the responsibility of the District to provide:

1. Materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
2. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. A background of information which will enable students to make intelligent judgments in their daily lives.
4. Materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of analytical reading and thinking.
5. Materials representative of the many religious and ethnic and cultural groups, showing their contributions to our American heritage.

The above principles, adopted from the Library Bill of Rights, shall serve as a guide in the selection of all instructional and library materials, instructional software, textbooks, supplementary books, library books, films, recordings, online subscriptions, etc.

The District shall not discriminate in selection and evaluation of instructional and library materials or media on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender orientation, or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be handled in accordance with established procedures.

### Objectives of Selection

Learning resources are selected with the objectives of:

1. Implementing, supporting and enriching the educational programs of the school.
2. Promoting the intellectual, cultural, social and ethical development of the students.

3. Providing material at different levels of difficulty and with diversity of appeal and which includes various points of view on controversial topics.
4. Making available learning materials of sound literacy quality and authority.

Selection Criteria:

1. Compliance with the precepts outlined in the “Library Bill of Rights” and the “Access to Resources and Services in the School Library”.
2. Guidance provided from standard evaluation aids such as the Book List, School Library Journal, H. W. Wilson Catalogs, TitleWave (Follett), specific bibliographies for specific areas prepared by recognized authorities, and other appropriate professional publications.
3. The basic factor of truth defined to mean factual accuracy, authoritativeness, balance and integrity.
4. The basic factor of art defined to mean the quality of stimulating presentation, imagination, vision, creativeness, style appropriate to the idea, vitality and distinction.
5. Suitability of presentation and subject matter with respect to the required curriculum, the grade and interest levels of the students, and the social, intellectual and emotional maturity of the students.
6. Careful review to ensure the recognition of the accomplishments and achievements of various ethnic and racial groups.
7. For the following areas of special concern, the additional specific guidelines shall include:
  - (a) Religion – an unbiased selection shall be made of available material about all religions.
  - (b) Science – medical and scientific knowledge shall be made available without any biased selection of facts.
  - (c) Ideologies – the District shall make available basic factual information on the level of its students, on any ideology or philosophy which exerts a strong force, either favorable or unfavorable, in government, current events, politics, education or any other phase of life.
  - (d) Sex and Profanity – materials presenting aspects of sex should be subjected to the stern test of literary merit and reality by the staff, which take into consideration particularly the social and emotional maturity of the student body. Although the sensational or overly dramatic material will not be selected, a book (for example) shall not be disqualified automatically because of the inclusion of sexual incidents or profanity; rather, the decision should be made on the basis of whether life is presented in its true proportions, circumstances realistically are dealt with, and whether the book is of literary value. Factual material of an educational nature on the level of the students should be included in the instructional resources collection.

8. Gifts shall be subjected to the same standards of selection as purchases.

#### Procedures for Handling Challenged Materials

The option is always open for a parent to object to specific educational materials being used with his/her child as part of the educational program. The parent or guardian has the right to judge whether certain materials are acceptable for his/her child. However, no parent or organization has the right to abridge the rights of other parents or children to have access to materials which are part of the School District's educational program. Any adult resident or employee of the School District may raise objections to materials used in the educational program. In the event of an objection to the use of specific educational material, every effort should be made to first resolve the matter at the school or building level. If the school or building process is unsuccessful, the complainant may formally challenge the use of specific materials. This complaint must be in writing and will be forwarded by the District Administrator to a materials review committee composed of a parent, District Library Media Specialist, a professional staff member, and a school administrator. The task of the committee is to review the material in question and provide a written recommendation to the District Administrator.

Any review committee recommendation and subsequent decision by the District administration may be appealed to the Board of Education for a final decision. Further, any review committee may be subject to Wisconsin Open Meetings Law.

LEGAL REFERENCE: Wisconsin Statutes, Sections 118.03(2), 118.13, 120.10 (15), 120.13(5)  
120.02(1)(h) (School District Standards) Wisconsin Administrative Code  
PI 8.01 (2)(h) PI 9

CROSS REFERENCE: 361.1 – Rule (Instructional Materials Selection Criteria)  
361.1 – Exhibit (Citizen's Request for Reconsideration of Instructional  
Materials)

APPROVED: November 8, 1993

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