

## **Textbooks, Instructional Materials and Media Centers**

**IF**

All textbooks, instructional materials and the selection criteria for media center materials used in the district shall be subject to board approval.

Textbooks and instructional materials shall support the district's instructional goals and learning objectives. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Textbook selection criteria shall be established by the board.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy.

## **Textbooks, Instructional Materials and Media Centers**

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students;

Factual knowledge, literary appreciation, aesthetic values and ethical standards;

Practice for students to develop abilities in critical thinking, communication, mathematics and science skills.

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and

sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures, which meet the above criteria, which shall include a review of available material by instructional staff members.

### **Selection Criteria: Media Center Materials**

Materials shall be chosen for accuracy, artistic quality, format and authoritativeness. Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

Unless otherwise noted all of the following policies were re-adopted July 17, 2017.

## **Textbooks, Instructional Materials and Media Centers**

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Videotapes, DVDs, and/or other Movie Instructional Materials will be selected and assigned to give support directly to instructional learning outcomes, goals, and/or objectives as established by the various

district departments and disciplines, the District Curriculum Coordinators, the Division of Curriculum and Instruction, and the Board of Education.

In general, copyright guidelines permit in-classroom performance of a copyrighted videotape when it is used for instructional purposes in a teaching situation, is a lawfully made copy, and does not contain an FBI warning prohibiting its use for any reason other than personal viewing. (Video materials purchased through an educational vendor or videos purchased with a license will not contain the FBI warning.) No videotapes, DVDs, or other movie instructional material shall be shown for entertainment purposes.

**Additional Criteria:**

Video materials must be reviewed by the classroom teacher for a fair and objective presentation of sensitive subjects as to the maturity level of its viewers. In this connection, the ratings adopted by the Motion Picture Association of America will be applied.

G Family audience

PG Parental guidance

PG-13 Special parental guidance for children 13 and under

R Children under 17 and under admitted only with parents

1. In grades Pre-School through grade 5, no videos other than G or PG may be shown. PG videos require administrative approval and custodial notification prior to a viewing by students. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
2. In grades 6 and 7, no videos other than G or PG may be shown. PG videos require administrative approval and custodial notification prior to a viewing by students. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
3. In grade 8, no videos other than G, PG, or PG-13 may be shown. PG-13 videos require both administrative approval and prior written custodial permission. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
4. In grades 9 through 12, no videotapes other than G, PG, or PG-13 may be shown.
5. R rated films or videos or any portion of such will not be shown or utilized in classroom presentations in USD 261.

**Supplemental Instructional Materials**

Supplemental instructional materials shall be selected based on their relationship to the board-approved curriculum. Materials which would normally require parental consent before use by a student under the age of eighteen shall not be used as instructional materials.

Videos and or movies shall be reviewed for their appropriateness for the grade level at which they will be used. Videos may be shown if all copyright guidelines have been followed and if they are specifically related to the curriculum (See ECH). Showing movies for the purpose of entertainment is prohibited without prior permission from the principal.

Unless otherwise noted all of the following policies were re-adopted July 17, 2017.

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**INSTRUCTIONAL RESOURCES (REGULATION)**

All films, videotapes, DVDs, and other electronic resources chosen

for use in the classroom will be carefully previewed and evaluated by the teacher to meet identified instructional objectives for the age and grade level of the students.

The following guidelines will apply:

1. Parent will receive one-week advance notice when a teacher plans to show:
  - a. Elementary school students any film, video, DVD, or other electronic resource that is rated PG or higher.
  - b. Middle school students any film, video, DVD, or other electronic resource that is rated PG-13 or higher.
  - c. High school students any film, video, DVD, or other electronic resource that is rated R.
2. Such notice to parent will include a brief description of the contents of the resource and the instructional objectives to be achieved.
3. Films, videotapes, DVDs, and other electronic resources to be used in the classroom will be made available for review by parents in the same manner as other instructional materials.
2. A parent will be allowed to request that his or her child be given an alternative activity with the same instructional objectives, in lieu of the student viewing the film, video, DVD, or other electronic resource.
4. No film, video, DVD, or other electronic resource having a rating of X or NC-17 will be shown to students in District schools at any time.

Unless otherwise noted all of the following policies were re-adopted July 17, 2017.

I, \_\_\_\_\_, parent/guardian of

\_\_\_\_\_,

request that my child be removed from class and/or student activities when the following movie(s) or videotape(s) is/are shown:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have had the opportunity to review the materials mentioned above and have explained to my child why I do not wish to have him/her view it/them.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Guardian

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

### **Challenges of Materials (See IKD, KN)**

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved the principal shall notify the superintendent and ask the complainant to use a request for review form, which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

### **Review Committee**

When a review committee is established by the board to handle complaints concerning textbooks, media center or instructional materials, the review committee shall be composed of: the building principal, media specialist, two subject area specialists and two community members.

The committee's charge shall be:

- To review the material and prepare a written report containing conclusions and recommendations within 30 days;
- To direct a written report to the board; and
- To send the complainant a copy of the report.
- Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and
- Weigh strengths and weaknesses and form opinions based upon the selection criteria.

### **The Review Committee Shall:**

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

### **Removing Challenged Materials**

Challenged materials shall not be removed from use during the review period.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: December 19, 2011

BOE Revised and Approved: January 22, 2018

Cross Reference: IKD and KN