

POLICY ON SELECTION AND RECONSIDERATION OF INSTRUCTIONAL MATERIALS AND RESOURCES

1.0 Definition

- 1.1 For purposes of this policy and related regulations and procedures, instructional materials and resources are defined as anything which is read, listened to, manipulated, observed or experienced by students as part of the instructional process. Resources may be consumable or non-consumable, and may vary greatly. Instructional materials and resources include, but are not limited to, textbooks, teacher manuals, kits, games, computer software, apparatus, media collection of library books, films, filmstrips, periodicals posters, charts, speakers (from inside or outside the school district), photographs, records, audio and video tapes, compact discs, slides, microfilms, computerized data bases, telecommunications access and other print and non-print resources.

2.0 Selection Philosophy

- 2.1 District 11 will provide students with a wide range of learning materials and resources at varied levels of difficulty, age appropriateness, and point of view.
- 2.2 The Board supports the principles of the First Amendment of the Constitution of the United States and policy adopted by the Minnesota Board of Education entitled "A Policy on the Freedom to Teach, to Learn and to Express Ideas in the Public Schools."

3.0 Purpose for Selection of Instructional Materials and Resources

- 3.1 To provide core/supplementary materials which support and are consistent with the District's curriculum as well as the varied interests.

4.0 Selection of Instructional Materials and Resources

- 4.1 The Superintendent shall establish policies and procedures for selection of instructional materials and resources. Administration shall be directed by the superintendent to carry out these policies and procedures.
- 4.2 District-level selection of core/supplementary materials follows the District's instructional program improvement process which includes North Central Evaluation (secondary only) and a curriculum study process. The curriculum review cycle is in compliance with the Systems Accountability Committee (SAC) law as well as State Board adopted standard procedures for district planning, evaluating and reporting. Guidelines and procedures which direct this process are found in the District Curriculum Handbook.
- 4.3 The district must maintain an inclusive educational program (Minnesota Rules, Chapter 3500.0550). An inclusive educational program is one that employs a curriculum developed and delivered so that students and staff gain an understanding and appreciation of races, cultures and contributions of men, women, and handicapped persons.

- 4.4 Buildings or teachers may select supplementary materials for purposes of motivating students, enriching students, or extending practice opportunities. These materials must be consistent with the District's instructional goals and the District's scope and sequence for the subject area and adhere to the district policy on supplementary material selection. Supplementary materials, including print, audio visual, and telecommunications, should be age appropriate, comply with copyright and usage laws, and use instructional time in an effective manner.
- 4.5 District-level core/supplementary materials may be written and produced within the district. This may occur if district produced materials are potentially more effective than commercially produced materials, meet district selection criteria more adequately, and can be developed in a more timely and cost effective manner.
- 4.6 The Board does not approve of the use of movies/videos containing vulgar or profane language, nudity, sexually explicit scenes, or violence which are educationally inappropriate for classroom purposes.

Accordingly, it is the general policy of the Board that movies/videos rated "R" are not appropriate for secondary school level students and that movies/videos rated "PG-13" are not appropriate for middle and elementary school level students because such movies/videos may contain vulgar or profane language, nudity, sexually explicit scenes, or violence which are educationally unsuitable or inappropriate for the particular student groups. This policy includes, but is not limited to "R" or "PG-13" rated movies/videos, and therefore other movies/videos which are not rated or contain no rating may also be considered educationally unsuitable for particular student groups due to vulgar or profane language, nudity, sexually explicit scenes, or violence. In order to ensure that those movies/videos which are not rated and are currently used in the curriculum comply with this policy, it is expected that those titles be reviewed by Department Leaders and Instructional Facilitators within the middle and secondary school levels and by the Curriculum Committee within the elementary school levels.

In the event, however, that an "R" or "PG-13" movie/video is recommended as appropriate for classroom use due to its value to the curriculum, approval may only be granted if those portions of the movie/video containing vulgar or profane language, nudity, sexual explicit scenes, or violence which are deemed to be educationally unsuitable for the students have been edited from the movie/video. Approval for the use of such movies/videos must be given by the building Principal and the Associate Superintendent for Instructional Support Services; if approval is denied, a request for reconsideration may be appealed to the Superintendent for a final determination. In addition, notification must be given to the parents and/or guardian by the teacher. This notification should be given at the beginning of the semester/quarter that the movie/video is to be shown and should include information regarding the purpose and content of the movie/video. Absent extenuating circumstances, notification should not be less than 15 days.

- 4.7 Approved pilot courses will be treated as district-adopted courses in reference to instructional materials.
- 4.8 Selection of media materials is governed by the Media Materials Selection Policy (referenced).

5.0 Reconsideration of Instructional Materials and Resources

- 5.1 The district recognizes the right of district residents, parents and guardians of district students, adult students and district employees to examine instructional resources, and the responsibility of individual parents to monitor resources selected for their children. Such persons may require that specific instructional resources be excluded or restricted for their child (M.S. 126.666 subd. 1(7), Review of Content of Instructional Materials).
- 5.2 Parents can examine/view the materials at school sites or the district media services office. Parents should call ahead to arrange to have materials available and prepared for their review.
- 5.3 Administration and teachers will follow a pre-determined process for responding to opt-out requests by parents for their own children (M.S. 121.608). (Reference to district policy).
- 5.4 Persons may request that specific instructional materials or resources be excluded or restricted not only for their child but for all children. Administration will follow a pre-determined process for such reconsideration requests. If the materials or resources in question are building-selected supplementary materials, the person submitting the request will complete the appropriate Reconsideration Request Form and submit it to the principal. If the issue is not resolved to participants' satisfaction at the school level with the principal, teacher and complainant, the Reconsideration Request Form will be forwarded by the principal to the Associate Superintendent for Instructional Support Services. The Reconsideration Request Committee will then consider the request.
- 5.5 If the materials or resources in question are district-level core/supplementary materials, the principal will forward the Reconsideration Request Form directly to the Associate Superintendent for Instructional Support Services. The Reconsideration Request Committee will consider the request.
- 5.6 The materials/resources in question will remain in use throughout the review process.

6.0 Membership on the Reconsideration Review Committee

- 6.1 Two committees will be formed to consider requests. An elementary committee will be identified to review K-5 requests, and a secondary committee will be identified to review 6-12 requests. The Associate Superintendent for Instructional Support Services will identify members for these committees.
- 6.2 The K-5 committee will include: four residents, one per cluster, appointed by the Superintendent; one K-5 teacher, appointed by the representative teachers' organization (excluding teachers from the building of the challenge); an instructional facilitator, appointed by the Associate Superintendent for Instructional Support Services; the Instructional Services Coordinator; and an elementary principal, appointed by the Superintendent. The residents shall not have any direct relationship with the district or a district school, such as an employee, substitute employee or consultant.

- 6.3 The 6-12 committee will include: four residents, one per cluster, appointed by the Superintendent; one 6-12 teacher, appointed by the representative teachers' organization (excluding teachers from the building of the challenge); an instructional facilitator, appointed by the Associate Superintendent for Instructional Support Services; the Instructional Services Coordinator; and a secondary principal, appointed by the Superintendent. The residents shall not have any direct relationship with the district or a district school, such as an employee, substitute employee or consultant.
- 6.4 Committee membership will be a 2-year term, with the possible exception of teachers or principals from buildings of the challenge.

7.0 Reconsideration Review Committee Procedures

- 7.1 The Reconsideration Review Committee will be convened when a Reconsideration Request is forwarded from the building principal. The Committee will be convened by the Associate Superintendent for Instructional Support Services.
- 7.2 If a formal complaint is filed about materials/resources that have been selected or reconsidered within the past three years, the complainant will be given a copy of the board-approved review or the Reconsideration Review Committee's findings. The current complaint will then become part of the next curriculum review study process.
- 7.3 The Committee will review the resource in question, taking into consideration the criteria used to select the resource originally and the quality of the material as a whole (not just the issues presented by the person filing the request). The Committee may arrange for testimony from expert/authorities on the subject.
- 7.4 The Committee will provide an opportunity for the person bringing the challenge to present his/her rationale for the complaint.
- 7.5 The Committee will discuss the alternatives at a meeting which members of the public may observe, and come to a decision concerning the acceptability of the resource for individual students and for elementary, middle or high school students. Committee members will vote, and a record of the vote tally will be kept. In case of a tie vote, the complaint will be denied.
- 7.6 The action taken, with accompanying rationale, will be communicated in writing to the person involved with and affected by the request by the Associate Superintendent for Instructional Support Services. The Associate Superintendent will inform Board members, principals, facilitators, and teachers of the decision and take any actions necessary to implement the decision.
- 7.7 If parties requesting reconsideration are not satisfied with the decision of the district committee, an appeal may be submitted to the School Board via the Superintendent within five working days of notification.

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433
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