

Textbook & Materials Selection Policy
Board of Education
Wrightstown Community School District

The Wrightstown Community School District Board of Education recognizes that selection of textbooks, instructional materials and other media materials is a vital component of the school district's curriculum. The Board of Education approves final decisions on selection of all textbooks and materials and has delegated the recommendation of materials to the administrative staff.

SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIAL

- A. While the Board of Education retains its authority to make final decisions on the selection of textbooks and materials, the board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and materials. Accordingly, the board delegates to the superintendent, the responsibility to direct the professional staff in formulating recommendations to the board on textbooks and other materials. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other materials review and selection process.
- B. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.
- C. The superintendent shall present a recommendation to the school board on the selection of textbooks and other materials after completion of the review process as outlined in this policy.
- D. The board shall be provided an opportunity to review an actual sample copy of the textbook being recommended. Only upon approval by the Board of Education, shall the commercially prepared materials be ordered and procured for use in the instructional program.

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SELECTION OF OTHER MEDIA MATERIALS

- A. The primary purpose of the Wrightstown School media centers is to implement, enrich, and support the district's educational program. It is the duty of the centers to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

- B. The Wrightstown Board of Education, by state law, is ultimately responsible for all the books and materials used in the Wrightstown public schools. Responsibilities for actual selection of school library materials shall rest with the certified school librarian, and other professionally trained personnel, who shall discharge this obligation consistent with the Board's adopted selection criteria and procedures. The librarian will work cooperatively with staff members to interpret and guide the application of the policy in making day-to-day selections.

RECONSIDERATION OF TEXTBOOKS OR OTHER MATERIALS

- A. The public, including parents, students, teachers and community members, despite the care taken to select valuable materials, will make occasional objections to a selection. When materials contained in the Media Center collection are challenged as to merit, they will be carefully re-evaluated in the light of specific objections, which have been raised. If a complaint is made, the procedures are as follows:
 - 1. Complaints will be handled by the building principal.
 - 2. Upon receipt of a complaint, a form will be sent to the complainant asking him/her to file his/her objections in writing. This prepared questionnaire will be called the Reconsideration Form.
 - 3. Upon receipt of the Reconsideration Form a Reconsideration Committee consisting of the building principal, media person, and two classroom teachers, appointed by the principal, will hold discussion and carefully re- evaluate the challenged materials, and attempt to resolve the issue. The person challenging the material should be provided the opportunity to personally provide additional information to the committee.
 - 4. The Reconsideration Committee will notify the complainant of their decision in writing within 10 working days.

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5. If the issue is not resolved at the building level, the matter will be reported to the superintendent and referred to a District Reconsideration Committee consisting of the original Reconsideration Committee, the superintendent, one school board member and two people of the Wrightstown Community School District, appointed by the School Board. The person challenging the material should be provided the opportunity to personally provide additional information to the reconsideration committee.
 6. Within 30 days after the District Reconsideration Committee has made recommendations concerning disposition of questioned materials, any member of the staff or community may submit a request to present alternative views concerning the challenged materials.
 7. At the end of 30 days the Reconsideration Committee will meet to consider all challenges. Within 15 days after this meeting the Reconsideration Committee will disclose, in writing, their final decision to all parties involved.
- B. The parent, guardian, or an adult student, 18 years of age or older, has the right to review the content of the materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction offered by the school board does not meet the concerns of the parent, guardian, or adult student.

Adopted: 11/17/04
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