

INSTRUCTION

Elementary and Secondary

Educational Materials Selection - Process

The following process for the selection of educational materials will be followed by the D.C. Everest Area School District.

1. RESPONSIBILITY

The responsibility for the selection of educational materials is delegated to the professionally trained and certified staff employed by the school district. For purposes of this rule the term "educational materials" includes printed and non-printed materials.

2. OBJECTIVES

The D.C. Everest School District, believing that each student is entitled to a quality, optimum education, bases selection of instructional items on materials that will:

- A. Encourage and enable each student to become intellectually and socially competent, to value moral integrity and personal decency, and to achieve self-understanding and self-realization.
- B. Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- C. Stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- D. Provide a background of information which will enable students to make intelligent judgments in their daily life.

3. CRITERIA FOR SELECTION OF EDUCATIONAL MATERIALS

- A. Educational materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of grade levels/instructional units and/or departments and specific courses.
- B. Educational materials shall be appropriate for the subject area and for the age, emotional development, ability level, interests, learning styles and social development of the students for whom the materials are selected.
- C. Educational materials shall meet high standards in presentation, quality, and variety of format, and artistic quality and/or literary style.
- D. Educational materials shall be selected with the intent of maintaining a balanced collection representing various views.

Educational materials shall be selected with specific teaching styles and methodology considered.

- F. Educational materials will be selected for their strengths, rather than rejected for their weaknesses.

4. NONDISCRIMINATION

The school district shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

CONTROVERSIAL TOPICS:

Intellectual freedom should promote no cause, further no movement, and favor no viewpoint. It is in the best interest of the student to offer the widest variety of views and opinions, including unorthodox and controversial ideas.

Controversial issues shall be covered from all points of view as fully as possible. Media of sound factual authority shall not be removed for partisan or doctrinal reasons until the district procedure has been satisfied. The areas most often criticized are as follows:

- a. Religion: Material on religious subjects should be available and should be factual, unbiased and broadly representative. Instruction shall teach the role of religion in the historical, cultural, economic and social development of the United States and other nations and should instill tolerance and respect for a pluralistic society.
- b. Political Ideologies: Factual material on an appropriate reading level should be available concerning those ideologies which exert strong influence on government, or any other phase of our common life.
- c. Sex: Frank treatment of sex should not automatically rule out books or other materials. It may, however, necessitate an evaluation of the merits of the work as they relate to literary quality, truth to life, relevance to the curriculum and mores of the community.
- d. Profanity: Inclusion of profanity should be considered and evaluated on the merits of the work in which it appears including the literary quality, truth to characterizations and moral tone.

While no parent or organization has the legal right to abridge the rights of other parents or students to have access to materials which are part of the school's educational program and approved by the Board of Education, the opportunity is available for citizens to challenge educational materials (See 4.1, Objection to Materials).

4. PROCEDURE FOR SELECTION OF EDUCATIONAL MATERIALS

A. Recommendations for the selection of material may originate from any student or staff member.

1. Materials should be selected, in the case of secondary schools, within the framework of the department or vertical secondary committee.
2. Material selection originating from the elementary faculty should be decided upon within the unit framework and the appropriate elementary or middle level subject area committee.
3. Media and library materials will be selected by the respective school library and media staffs. They will consult reputable, professional journals and other appropriate sources.

B. Textbook Committee Membership

1. Elementary/Middle Level

- a. All elementary teachers and principals should have an opportunity for input.
- b. The committee should consist of at least one teacher from each elementary school, and all grades should be represented.
- c. Committee members should be selected by personnel at the respective schools.
- d. Committee chairpersons should be selected by the committee members with the approval of the Assistant Superintendent, Curriculum, Instruction & Technology.
- e. If the textbook is used in a course that is part of a K-12 sequence, the committee should include a member(s) from upper grade levels or subject areas.

2. Secondary

- a. All members of the department involved should have an opportunity to serve on the committee.

- b. The coordinator should be the chairperson of the committee.
- c. If the textbook is used in a course that is part of a K-12 sequence, the committee should include a member(s) from the elementary level.
- C. A Materials Selection Evaluation Form (See 3.7, 3.8) for any material used by an entire class in any given subject will be kept on file. Textbook selection file will be maintained by the Assistant Superintendent, Curriculum, Instruction & Technology. Supplemental materials will be maintained by the principal. This statement will explain why the material was chosen, how it will be used in the classroom, and the stated educational goal.
- D. Textbook selections are forwarded to the office of the Superintendent and his/her designee (e.g., the business manager) through the principal for purchase throughout the year.

SPECIAL AREAS:

Special areas include any and all non-budget items and materials which are loaned, granted, or donated to the school district by any individual or group. Such non-budget items or gifts would fall under the following special area guidelines:

- A. The district has the right to accept or reject any given materials.
- B. Upon acceptance, the district, rather than the donor, will decide how to distribute, retain, store, and use the materials.
- C. The district has the right to discard any portion of the materials presented that it feels may not contribute to the district's goals.
- D. In the case of monetary endowments, any necessary stipulations will be agreed upon before acceptance.

DELETION OR WITHDRAWAL OF MATERIALS:

- A. Selection is an on-going process which should include the removal of materials no longer appropriate or accurate and the replacement of lost and worn materials still of educational value. Criteria for the removal of materials (weeding) may include the following:
 1. Materials having inaccurate and outdated information
 2. Materials depicting negative role stereotypes
 3. Materials no longer useful for curricular support or recreational reading
 4. Materials not circulated for a number of years
 5. Materials in poor physical condition
- B. After the weeding process is over, all withdrawn materials will be considered essentially valueless and will be disposed of at the discretion of the Assistant Superintendent, Curriculum, Instruction & Technology.

LEGAL REF.: Section 118.12 Wisconsin Statutes
 Section 118.13 Section 120.13(5)
 Section 121.02(1)(h)
 PI 9.03 (1) of the Wisconsin Administrative Code

CROSS REF.: Nondiscrimination Complaint Procedures

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RWD/ems

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