

## Instructional Resources

### Library/Media Centers

Library/media centers will be used to support the attainment of the state's learning goals. Each center will be provided with a collection of print and electronic information, instructional equipment and other learning resource materials to promote a positive impact on student learning. These resources will support the district's school improvement plan and student mastery of the essential academic learning requirements in all subject areas

Library media staff will collaborate as instructional partners and informational specialist with teachers to develop student's information and technology skills. Staff will assist students in meeting content goals in all subject areas and assist high school students with graduation requirements, specifically the culminating project and the high school and beyond plans. Library media staff will assist students and teachers by providing access to materials and securing information from other sources.

### Staff Use of Non-Rated (NR) and Controversial Videos/Films

The following procedures will be followed prior to using controversial videos/films in instructional programs. For the purposes of this policy, a controversial video/film is one that does not comply with the following:

<b>Grades P-5</b>	<b>G rating</b>
<b>Grades 6 &amp; up</b>	<b>PG rating</b>
<b>Grades 9 &amp; up</b>	<b>PG 13 rating</b>

1. Any individual who desires to use a non-rated or controversial video/film will complete the form entitled "In-Building Approval of Controversial Materials" and submit it to the building administrator prior to the proposed date of use.
  - a. The use of a non-rated or controversial video/film must be related to an instructional objective.
  - b. The appropriate form must be filed for each non-rated or controversial video/film on an annual basis.
2. The building administrator and individual teacher must discuss the proposed use of the non-rated or controversial video/film.
  - a. The teacher will explain what additional resources have been considered and how the selected resource best meets the instructional objective(s).

- b. Building administrator's signature is required to show a non-rated or controversial video/film.
    - c. These authorization forms will be maintained by the building administrator.
  3. Parent permission slips must be sent home to the students' parents/guardians explaining how the non-rated or controversial video/film will be used and the instructional objective(s) which it supports.
    - a. Signed parent/guardian authorization will be required of all students prior to viewing a non-rated or controversial video/film.
    - b. Parents/Guardians will have the opportunity to preview the materials prior to their use in class, if so requested. This opportunity will be written on permission slips.
    - c. Students, who are 18 years of age or who are emancipated, may sign their own permission slips.
  4. Students whose parents/guardians do not authorize viewing of a non-rated or controversial video/film will be provided an alternative assignment.
    - a. No student's grade will be penalized for not taking part in the lesson using the non-rated or controversial video/film.
    - b. If alternative assignments are requested for 3 or more videos/films, the teacher and parent/guardian should meet with the administrator to discuss alternative class placements.
  5. If three or more non-rated or controversial DVDs/videos/films are shown in any class, this must be stated in the Course Description Catalog.

#### Citizens' Participation in the Instructional Materials Process

Should a citizen wish to make a formal protest regarding specific material used in the school system, he/she must use "Request for Reconsideration of a Learning Resource" form for requesting reconsideration of a learning resource. These forms are available in the district office. A request to remove an item from the school or limit its use will be acted upon by the Instructional Materials Committee. A written decision will be delivered to the complainant within two months. Any appeal of this decision must be delivered in writing to the superintendent within two weeks. The board will make final decisions on appeals.

Conditions for Loan and Sale of Instruction Materials

Free textbooks and other instructional materials will be made available to students in accordance with state law. The professional staff will maintain records necessary for the proper accounting of all instructional materials and will set forth conditions for student replacement of lost or badly damaged materials.

District instructional materials which students are not required to own may be made available to students who wish to purchase them. New and used materials currently utilized in the instructional program will be sold at the replacement cost of each item. Used materials no longer in basic or supplemental use will be sold at a price reflecting the depreciating value of the materials. Instructional materials that do not meet current district standards for subject content, gender balance, ethnic content or are in disrepair may be declared obsolete by the superintendent or designee and disposed of per district policy.

May 22, 2001

Revised: June 17, 2005

**IN-BUILDING APPROVAL OF CONTROVERSIAL MATERIALS**

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

TEACHER \_\_\_\_\_ GRADE/CLASS \_\_\_\_\_

MATERIAL:

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INSTRUCTIONAL OBJECTIVE(S):

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RATIONALE FOR USE:

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CONTROVERSIAL ASPECTS:

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PLAN FOR HANDLING CONTROVERSIAL ASPECTS:

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ALTERNATIVE ASSIGNMENT(S):

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\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

**REQUEST FOR RECONSIDERATION OF A LEARNING RESOURCE**

Title \_\_\_\_\_

Type of resource:  Textbook  Library Book  Reading List Book  Periodical  
 Pamphlet  Film/Video  Recording  Picture  Model  Field Trip  
 Other \_\_\_\_\_

Does this request represent a personal opinion or the opinion of an organized group?

Personal  Organization \_\_\_\_\_  
Name of Organization

1. Statement of objection (be specific: Cite pages, concepts, vocabulary, etc.):

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

2. What impact upon students do you feel this resource may have?

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

3. For what age student would you recommend this resource? \_\_\_\_\_

4. What positive features did you find in this resource?

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

5. Did you personally read or view this resource?  Partially?  In its entirety?

6. What do you expect the district to do concerning this resource?  Restrict from my student  Re-evaluate its use  Withdraw it from use

7. What resource would you recommend to take its place?

\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_