

INTRODUCTION:

Instructional materials are selected by the school district to implement, enrich, and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students. The district is obligated to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

Source: American Library Association.

OBJECTIVES:

The first objective of this instructional materials selection policy is to provide a guide for the purchase and production of materials that will implement, enrich, and support the curricular and extra curricular program of the Forest Lake Area Schools.

The second objective is to establish procedures for the selection process and for handling of challenged materials.

PRINCIPLES:

1. It is the policy of the Board of Education of District 831 to provide all children of the District with educational opportunities to develop mentally, morally, physically and socially to the maximum of their individual capacities. In accordance with this policy, the Board recognizes the need for providing instructional materials which support the total educational program of the District, and also requires that such materials shall include a broad and varied range of information and opinion.
2. The Board of Education, therefore, endorses and supports the following provisions:
 - a. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
 - b. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
 - c. To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
 - d. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.

- e. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- f. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the library and the classroom.

SCHOOL LIBRARY BILL OF RIGHTS, American Association of School Librarians, 1955

PROCEDURES:

Responsibilities in the selection of instructional materials:

The Forest Lake Board of Education is legally responsible for all matters relating to the operation of Forest Lake's schools. The Director of Teaching and Learning bears a major responsibility for the administration and supervision of the curriculum, and is continuously aware of what is being taught.

The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system. The School Board encourages teachers to communicate with parents about instructional materials used in the classroom.

Selection of materials involves many people: administrators, teachers, media specialists, students and community. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rests with the professionally trained personnel. The media department shall provide a wide variety of instructional materials adapted to the interests and needs of the students. The following criteria shall be considered in the selection of all instructional materials:

- Does it enrich or meet the needs of the curriculum?
- Does it enrich and meet the needs of individual students?
- Is it the best of its kind available?
- Are its content and format suited for the level for which it is to be used?
- Does it have literary merit? Artistic integrity? Technical excellence?
- Will it appeal to the youth for whom it is intended?
- Does it appear on one or more of the approved selection tools or reviewing media?
- Is it the most suitable media for its purpose?
- Does it fulfill the responsibility of the media center as expressed in the School Library Bill of Rights?

CHALLENGE OF MEDIA MATERIALS:

Citizens who object to certain materials should first contact the principal, media specialist or teacher who has control over the questioned material. If the challenge cannot be resolved at this point, the principal, media specialist or teacher, making no commitments, will furnish the citizen with a Citizen's Request for Reconsideration of Instructional Materials form and a copy of the Instructional Materials Selection Policy. This form will be completed by the citizen and returned to the Director of Teaching and Learning who will forward it to the Committee for Challenged Materials. The committee, selected by the Director of Teaching and Learning, will be composed of three community members, two classroom teachers, one media person, one administrator, and one 10th – 12th grade student. The committee will read and reevaluate the material based on the principles set forth in this policy. They will communicate their judgment to the challenging party. Appeals of the committee's decision may be made through the Superintendent and brought to the Board of Education.

REVISED: 08/12/74

REVISED: 01/05/06

REVISED: 01/03/08