

## **Procedures for Policy 652.1: Reconsideration of Textbooks & Instructional Materials**

The right of any individual to free access to materials is basic to a democratic society and to the educational growth of its members. In spite of this, occasional objections to instructional materials will be made. The review of materials questioned by a district resident or employee of the Northfield School District will be treated objectively as an important action through a standing committee. Every effort will be made to consider the objections, keeping in mind the best interest of the students, the school, the curriculum and the community. All residents and employees of the school district shall adhere to the Procedures for Reconsideration of Textbooks and Instructional Materials.

### **Definitions**

An objection is defined as submission of the district's reconsideration of textbooks and instructional materials form by a district resident or school district employee questioning the use of certain instructional materials.

### **The Committee**

1. The committee shall have nine members appointed annually by July 1.
  - a. One building principal or assistant principal appointed by the Northfield Principal's Association.
  - b. One elementary teacher appointed by the Northfield Education Association (NEA)
  - c. One secondary teacher appointed by the NEA.  
One special education teacher appointed by the NEA
  - d. One professional media person appointed by the superintendent.
  - e. One student from the high school appointed by the District Youth Council.
  - f. Three parents/caregivers: one elementary parent/caregiver; one secondary appointed by the district's curriculum advisory committee; and one special education parent appointed by the special education advisory committee.
  - g. The superintendent, the Director of Instructional Services, and one member from the Board of Education shall be appointed as ex officio members.
2. Members are appointed for a one-year term but may be reappointed.
3. When required, an organizational meeting of those nine members should:
  - a. Elect a chairperson.
  - b. Elect a recording secretary.
  - c. May appoint up to three additional district residents and/or district staff members as ex officio members for one year.
  - d. Review procedures for conducting reevaluation meetings.
4. Should a committee member be involved with an objection, a temporary replacement from that category shall be appointed by the chair. Once the committee has reached a decision the member shall return as a participating member of the committee.
5. No instructional materials reevaluated by the committee will be eligible for further reevaluation within three years following the committee's decision. Copies of the committee or board's previous decisions will be available.

6. Meetings of the committee follow state public meeting law. Meetings must be publicly announced and must be open. Persons having interest in the proceedings are allowed to attend as observers. Copies of these procedures and completed Request Form for Reevaluation of Instructional Materials will be available upon request.

### **Procedures**

1. All objections should be directed to the Director of Instructional Services. The Director of Instructional Services, along with an appropriate professional staff member, will meet with the objector within three (3) days of receiving the objection. They will explain the selection and reevaluation procedures and reasons why the instructional material is being used. They shall refrain from voicing personal opinion.
2. In the event that the objector is not satisfied with the initial explanation, the Director of Instructional Services will invite the objector to fill out and return a [Request Form for Reevaluation of Instructional Materials](#).
3. Upon receipt of the completed form the Director of Instructional Services will forward copies to the chairperson of the committee.
4. The chairperson of the committee shall:
  - a. Notify committee members of the objection and set up a meeting.
  - b. Distribute a copy of the completed form to all committee members.
  - c. Obtain published reviews of the material being objected to if possible.
  - d. Arrange for review of the questioned material by all committee members.
5. The committee will:
  - a. Complete the process within a period of time not to exceed six months.
  - b. Form opinions about the material based on its value as a whole.
  - c. Allow use of the material during the reevaluation process.
  - d. Discuss the material in the context of the education program.
  - e. Invite the objector, the professional media person or teacher and administrator involved to the reevaluation meeting to express their viewpoints.
  - f. Make a decision by a public vote. In case of a tie vote, the objections shall be denied.
  - g. Forward a completed report to the objector, the building principal, the superintendent and the professional media person or teacher involved.
  - h. The objector may appeal the decision of the committee to the school board.

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NORTHFIELD SCHOOL DISTRICT NO. 659

Northfield, Minnesota Procedure

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