

Procedures

Policy 652.1 - Reconsideration of Textbooks and 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 resident or employee of the 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 the Reconsideration of Textbooks and Instructional Materials.

Definitions:

An objection is defined as a verbal or written statement by a resident or employee of the school district questioning the use of certain instructional materials.

Instructional materials are defined as print, non-print and person resources used in the education of a student in the classroom, the media center, or the activities program.

The Re-evaluation Committee:

1. The Committee for Re-evaluation of Resources shall be made up yearly of seven members.
 - a. One building principal or assistant principal; appointed by the Northfield Principal's Association.
 - b. One elementary teacher appointed by the NEA.
 - c. One secondary teacher appointed by the NEA.
 - d. One professional media person appointed by the media staff.
 - e. One student from the high school appointed by the high school student council.
 - f. One person appointed by the elementary parent representative councils. This position shall be rotated between the three buildings.
 - g. One person appointed by the secondary parent representative councils. This position shall be rotated between the Middle School and the High School.
 - h. One member from the Board of Education shall be appointed as an ex officio member.
2. Members are appointed for a one-year term, but may be reappointed. \
3. When required, an organizational meeting of those seven members should:
 - a. Elect a chairperson.
 - b. Elect a recording secretary.
 - c. May appoint up to three additional residents of the school district as ex officio members for one year.
 - d. Review procedures for conducting re-evaluation meetings.
4. Should a Re-evaluation 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 re-evaluated by the committee will be eligible for further re-evaluation 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 for Re-evaluation of Instructional Materials 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 for Re-evaluation of Instructional Materials will be available upon request.

Procedure:

1. All objections, verbal or written, should be directed to the building principal. The principal, 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 re-evaluation 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, then the principal will invite the objector to fill out and return a Request Form for Re-evaluation of Instructional Materials.
3. Upon receipt of the completed form, the principal will forward copies to the chairperson of the Committee for Re-evaluation of Instructional Materials.
4. The chairperson of the Committee for Re-evaluation of Instructional Materials 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 re-evaluation 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 re-evaluation 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 of the Re-evaluation Committee 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 Board of Education.