

PROCEDURE FOR REEVALUATION OF INSTRUCTIONAL MATERIALS

I. Responsibility for Selection of Materials

- A. The Board is legally responsible for all matters relating to the operation of the District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and certificated/licensed staff employed by the school system. For the purpose of this procedure the term “instructional materials” includes printed and audio-visual materials (not equipment), whether considered text materials, library/media center materials or supplementary materials.
- C. While selection of materials involves many people (principals, teachers, supervisors, library/media specialists, students, and community persons), the responsibility for coordinating the selection of most instructional materials and making the recommendation for purchase rests with certificated personnel.

II. Criteria for Selection of Materials

The following criteria will be used as they apply:

- 1. Materials shall support and be consistent with the general educational goals of the District and the objectives of specific courses.
- 2. Materials shall meet high standards for quality of factual content and presentation.
- 3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the student for whom the materials are selected.
- 4. Materials shall have academic, aesthetic, literary, or social value.
- 5. Materials shall be chosen to foster respect for minority groups, women, and ethnic groups and shall realistically represent our pluralistic society, along with the roles and life styles open to both men and women in today’s world.
- 6. Materials shall be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in a pluralistic, non-sexist society.
- 7. Materials shall be selected for their strength.
- 8. Biased or slanted materials may be provided to meet specific curriculum objectives.
- 9. Physical format and appearance of materials shall be suitable for their intended use.
- 10. The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.

III. Procedures for Selection

A. Media

1. In the selection of materials for the library/media center, the librarian/media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources.
2. Recommendations for purchase will be solicited from faculty and students.
3. Gift materials shall be judged by the criteria in Section II and shall be accepted or rejected by those criteria.
4. Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

B. Text Material

1. Curriculum study committees shall be appointed at the time that text adoption areas are determined. Appropriate subject area, instructional level personnel shall be included in each committee.
2. Criteria for text materials consistent with the general criteria for materials selection noted in Section II shall be developed by the committee.
3. The committee's recommendation(s) shall follow this progression: Curriculum Council, Assistant Superintendent and the Superintendent.
4. The Superintendent or his/her designee shall present the recommendation(s) to the Board.

C. Supplementary Materials

1. The teacher shall apply the criteria in Section II in considering the educational use of supplementary materials.
2. The teacher shall submit materials used in class to peer and administrative approval in order to obviate any concerns the teacher has regarding any of the criteria in Section II.
3. Materials not in the public school libraries nor furnished by the school system as a part of its regular and established curriculum and which contain obscene words, offensive language, excessive violence or which are sexually explicit shall be used only with the prior approval of the appropriate department and administration.
4. Departmental and administrative approval of materials shall be governed by the criteria in Section

IV. Objection

- A. Any resident or employee of the school District may raise objection to instructional materials used in the District's educational program.

1. The school official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use.
 - a. The school official or staff member initially receiving a complaint shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the material.
 - b. The school official or staff member initially receiving a complaint shall explain to the best of his/her ability the particular place the objected to material occupies in the educational program, or refer the complaining party to someone who can identify and explain the use of the material.
2. In the event that the person making an objection to material is not satisfied, he/she should be referred to the principal of the school involved. If, after private counseling, the complainant desires to file a formal complaint, the principal will provide the Reevaluation Form to be completed in full.
3. The individual receiving the initial complaint shall advise the principal of the school where the challenged material is being used of the initial contact no later than the end of the following school day, whether or not the complaint has been satisfied by the initial contact. A written record of the contact shall be maintained by the principal.
4. The principal shall review the selection and objection rules with the staff at least annually. The staff shall be reminded that the right to object to materials is one granted by policies enacted by the Board and firmly entrenched by law.

B. Request for Reevaluation

1. Any resident or employee of the District may formally challenge instructional materials used in the District's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the school and the community who are not directly involved in the selection process.
2. All formal objections to instructional materials must be made on the District's Reevaluation Form available in all schools and the central office.
3. The Reevaluation Form shall be signed by the complainant and filed with the Superintendent or the building principal.
4. If the instructional materials being questioned have been in use in the District for a period of two (2) years or longer, the Superintendent may elect to render a decision based upon the information obtained from those using the materials and other data available to him.

If this alternative is utilized, the next step in this procedure is item 9 of Section IV, B.

For newly adopted instructional materials or those used less than two (2) years in District, the Superintendent must submit the questioned materials to the Reevaluation Committee.

Within five (5) school days of the filing of the form, the Superintendent or designee shall file the material in question with the Reevaluation Committee for study. The committee shall recommend disposition to the Superintendent.

5. Access to challenged material shall not be restricted during the reevaluation process.
6. The Reevaluation Committee
 - a. The Reevaluation Committee serves in an advisory capacity to the Superintendent.
 - b. The Reevaluation Committee shall be made up of:
 - (1) two teachers designated by the Superintendent,
 - (2) one school library/media specialist designated by the Superintendent.
 - (3) three administrators including one secondary principal, one elementary principal and one member of the central administrative staff designated by the Superintendent (this latter position will normally be filled by the supervisor or person responsible for the district's media services),
 - (4) four members of the community selected by the P.T.O. Presidents,
 - (5) three secondary students representing three of the four grades at Findlay High School,
 - (6) one-third of the committee should be first year members, one-third second year members and one-third third year members.
 - c. The chairperson of the Committee shall not be an employee or officer of the District. The secretary shall be an employee or officer of the District.
 - d. The Committee membership shall be announced each year no later than October 15 by the Superintendent.
 - e. The first committee meeting date shall be determined by the Superintendent subsequent to the District's receipt of a Request for Reevaluation or as deemed necessary by the Superintendent. A calendar of meetings shall be established and a chairperson and a secretary shall be selected at the first meeting.
 - f. The committee shall receive all Reevaluation Forms and copies of books or materials to be reevaluated from the Superintendent or his/her designee.
 - g. Interested persons, including the complainant, may have the opportunity to share their views with the Committee at a formal meeting. The Committee may request that individuals with special knowledge be present to give information to the Committee.
 - h. The complainant shall be kept informed by the secretary concerning the status of his/her complaint throughout the Committee's reevaluation. The complainant and known interested parties shall be given appropriate notice of meetings.
 - i. At the second or subsequent meeting, as desired, the Committee shall make its decision. The Committee's final decision will be:
 - (1) to take no removal action.

- (2) to remove all or part of the challenged material from the total school environment, or
- (3) to limit the educational use of the challenged material.

The sole criterion for the final decision is the appropriateness of the material for its intended educational use. The vote on the decision shall be by secret ballot.

- j. The written decision and its justification shall be forwarded to the Superintendent.
7. The Superintendent will review the Committee's recommendation before making a final decision.
8. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.
9. If the complainant is not satisfied with the Superintendent's decision, the matter may be referred to the Board for consideration.
10. Requests to reevaluate materials which have previously been before the Committee must receive approval of a majority of the Committee members before the materials will again be reevaluated. Every reevaluation request shall be acted upon by the Committee.
11. In the event of a severe overload of challenges, the Committee may appoint a subcommittee of members or non-members to consolidate challenges and to make recommendations to the full Committee. The composition of this subcommittee shall approximate the representation on the full Committee
12. Committee members directly associated with the selection, use, or challenge of the challenged material shall be excused from the Committee during the deliberation on such materials. The Superintendent may appoint a temporary replacement for the excused Committee member, but such replacement shall be of the same general qualifications of that person excused.

Adopted 1/27/97
Revised 5/9/05
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Reviewed 7/12/2012

Initiated by _____

Telephone _____ Address _____ City _____

Representing
Self _____ Organization or group (name) _____
School _____

Material Questioned:
Book: Author _____ Title _____

Copyright Date: _____ Publisher _____

AV Material: Kind of Media (DVD, CD, Digital Video Clip, etc.)

Title _____ Copyright _____

Producer _____

Other material: Identify _____

Please respond to the following questions. If sufficient space is not provided, please use an additional sheet of paper.

1. Have you met with the principal and/or teacher of the school involved? _____
If so, on what date? _____
2. Have you seen, read, or listened to this material in its entirety? _____
3. If not, what pages or section did you read, listen? _____
4. To what do you object? Please cite specific passages, pages, etc. _____

5. What do you believe is the main idea of this material? _____
6. What do you feel might result from use of this material? _____
7. Are you aware of the teacher's purpose in using this material? _____
8. What reviews of this material have you read? _____
9. For what other age group might this be suitable? _____
10. What action do you recommend that the school take on this material? _____
11. In its place, what material do you recommend that should provide adequate information on the subject?

Signature _____ Date _____

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