

**SCREENING OF TEXTBOOKS, LIBRARY BOOKS
AND
INSTRUCTIONAL MATERIALS**

In conformity with the policy of the Board of Education on "Appropriateness of Instruction and Instructional Materials," the District staff and each school are required to establish the following procedure for screening textbooks, library books and instructional materials. The committees so charged will seek to assure that the materials adhere to the highest quality possible, consistent with good educational practice. Conversely, they will seek to eliminate or recommend modification of all objectionable materials as judged against the concerns of the Board as enumerated in the policy:

1. District level "curriculum committees," both elementary and secondary, will be established consisting of parents, teachers, a School Board member, and administrators. Their purpose will be to study, evaluate and review new curriculum programs and textbooks for use by the schools of the District. No textbooks will be adopted after the effective date of this policy without approval of this District Committee, and the Superintendent or his/her designee.

2. Elementary and secondary schools in the District, acting under the direction of the principal, will establish a "Library and Instructional Materials Screening Committee" composed of one or more of each of the following:

<u>Elementary</u>	<u>Secondary</u>
Principal (Chairperson)	Principal (Chairperson)
Media Coordinator	Media Coordinator
Primary grade teacher(s)	Two or more teachers
Intermediate grade teacher(s)	PTA Representative(s)
PTA Representative(s)	SCC Representative(s)
SCC Representative(s)	Community Representative
Community Representation (optional)	(optional)

It will be the responsibility of these groups to serve as "screening committees" to receive and evaluate any books or materials perceived to contain objectionable material. They are to accept or reject library books and accept, reject or modify other materials as outlined in this procedure. The committee may establish procedures (rules and regulations) governing its own function.

3. Any patron or employee or committee of the District:
 - a. Who participates in pre-purchase reviews of instructional materials, library or textbooks, etc., are requested to be sensitive to the concerns

of the Board and to select publications which are not in conflict with the policy. They may refer publications to the local school committee (see #2 above) for final recommendation prior to purchase if they desire.

- b. Who discovers material they consider "questionable or unsuitable" in #4 are to refer it immediately to the local school committee (see #2) for initial action.
4. Rejection of any publication or instructional materials by the committees established by this procedure is required when:
 - a. Its educational/instructional value is not on the highest possible level consistent with good educational and community expectations.
 - b. It promotes "objectionable concepts" inconsistent with the moral and ethical values of the community as a whole.
 - c. Its message promotes disloyalty to the democratic/free enterprise system.
 - d. Its language or pictures are lewd or sexually offensive.
 - e. Its material is not age appropriate.
 5. Modification may be recommended when:
 - a. The objectionable material can be edited out tastefully and efficiently without destroying the overall effectiveness or value of the materials.
 - b. Inserts may be attached which clarify or bring into focus the fact that the issues have many theoretical implications. The insert and instructor must state clearly and without bias those other sides of the issues under consideration.
 6. It will be expected of every educator, administrator and patron who discovers materials that deal with sexuality of a morally sensitive nature, to refer it to either the District Healthy Responsible Lifestyle Committee or their local school committee (see #2).
 7. Anyone, including patrons, faculty, staff, or students, who perceive materials being used for instruction as objectionable or unsuitable in the areas mentioned in statement number 4 of this procedure, may fill out the form Request for Review of Instructional Materials and request in writing a review of that material by the appropriate committee.

Referrals by any individual concerning questionable materials must first be made to the local school committee. Complaints received at the District Office will automatically be referred back to the local committee for all initial action. Any further appeal will follow the Parent/Patron Appeal Process

Exhibit KLD-E/Step D. (Written statements in steps B and C must be completed before presenting the appeal to the Superintendent.)

8. When either the Healthy Responsible Lifestyle Committee, or the school Library and Instructional Materials Screening Committee has taken action concerning "questionable" materials or books, the following process will be followed:
 - a. The acting committee will make a written recommendation of adoption, modified adoption or rejection to the Coordinator of Curriculum/Instruction.
 - b. The recommendation will contain all pertinent information requested in statement seven of this procedure plus their recommendation for final disposition.
 - c. The District Curriculum Staff will determine its final status, (subject to appeal as previously noted).
 - d. A list of rejected or modified materials will be published and sent to each school with a copy on file at the District Instructional Media Center (IMC). The list will be updated as changes occur.
 - e. Use and purchase of rejected materials must then cease and instructions, where modification is authorized, must then be followed in all schools.
 - f. Once specific materials or books have been reviewed the status of those books or materials will be considered permanent and not reviewable again by the committee.
9. Implementation of this procedure does not preclude the use of other procedures already in place for selection of textbooks, library books or instructional materials, such as those requiring the adoption of textbooks that have been approved by the State Textbook Adoption Committee.

Proposed: 5-8-02