

## **Supplemental Materials Selection and Adoption**

### **Definition**

For the purpose of this policy, supplementary materials will be defined as any instructional materials other than textbooks, including but not limited to, books, periodicals, newspapers, press cuttings, pictures, diagrams, maps, charts, photo-copies and microforms, slides, filmstrips, film loops, films, records, audio tapes, videotapes, and computer programs.

The school board trustees believe that the availability of a carefully selected and widely varied collection of supplementary materials enhances students' opportunity to acquire knowledge, to learn how to learn, and to learn for self-knowledge, and to learn for self-cultivation. Therefore, the board will attempt to provide a well-balanced library collection for general use as well as materials selected for supplemental use in specific courses or programs. Supplementary materials used may be housed in the library or in individual departments.

The selection of materials for the library will be the responsibility of the librarian and the selection of supplementary materials for a specific course or program will be the responsibility of the chairman of the department in which the course or program is offered. The librarian will maintain an accurate catalog of all learning materials housed in the library. The approval of all such selections will be the responsibility of the principal.

All supplementary material will be selected on the basis of its contribution to the attainment of the following goals:

- To provide materials that will enrich and support the school's curricula, taking into consideration the maturity levels, abilities, and varied interests of the students served.
- To provide materials that will stimulate knowledge, growth, literary appreciation, aesthetic values, ethical standards, and leisure-time reading.
- To provide information to help students make intelligent judgements.
- To provide materials on opposing sides of controversial issues so that students may develop under guidance the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic, and cultural groups that have contributed to the American heritage.

Videos will only be used in the classroom for educational purposes. The school principal shall approve all videos. Videos will not be shown for entertainment purposes. Rented videos that include a notice that the film is intended for "home use only" will be shown in schools, only with

appropriate copyright authorization.

Any district resident will have the right to file a complaint regarding supplementary material to which he/she objects. The complaint will be filed in writing on a form provided by the school district. The procedure for processing such complaints will be as follows:

- The complaint will be filed with the principal to review and render a decision within fifteen (15) calendar days. The principal will have the authority to withdraw, temporarily, supplementary material from use when, in his/her judgement, such action is in the best interest of the school district.
- If the complainant is not satisfied with the principal's decision, he/she may request that the superintendent review the complaint, in which case the superintendent will render a decision within fifteen (15) calendar days. The superintendent will have the authority to withdraw supplementary material from use when, in his/her judgement, such action is in the best interest of the school district.
- If the principal temporarily withdraws supplementary material from use, the superintendent will automatically review the action. The superintendent will render a decision within fifteen (15) calendar days after the date of removal.
- If the complainant is not satisfied with the superintendent's decision, he/she may request a review of the complaint by a supplementary materials review committee. The board will appoint the committee within thirty-one (31) calendar days after the date of receipt of the request. The committee will consist of two board members, two parents of students, an administrator, and two teachers. The committee will review the complaint and make a recommendation to the board within thirty-one (31) calendar days. During the course of a review, the complainant will have the opportunity to appear in support of the complaint; the librarian and/or the chairman of the department(s) and teachers in whose class the material is used will have the opportunity to present the rationale for inclusion; and the committee may solicit and/or accept information, evidence, or testimony from other persons as the committee deems advisable.
- The board will review the recommendation of the committee within thirty-one (31) calendar days after the recommendation is received.

**Date of adoption:** January 30, 1997