

Adopted: 12/16/1999

Revised: 6/20/2024

**606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

**I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

**III. RESPONSIBILITY OF SELECTION**

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the selection of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent and professional staff the responsibility to select textbooks and other instructional materials according to the policy below.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
  - 1. support the goals and objectives of the education programs;
  - 2. consider the needs, age, and maturity of students;
  - 3. foster respect and appreciation for cultural diversity and varied opinion;
  - 4. fit within the constraints of the school district budget; and
  - 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes 124D.61;
  - 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
  - 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and

consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

#### IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

#### V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.

~~C.~~ ~~C.~~ The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

D. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the students.

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#### Legal References:

Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
Minn. Stat. § 120B.235 (American Heritage Education)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act )  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
20 U.S.C. 1232h(a) (Protection of Pupil Rights)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260(1988)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

#### Cross References:

ISD #139 Policy 603 (Curriculum Development)  
ISD #139 Policy 604 (Instructional Curriculum)

**PROCEDURES FOR RECONSIDERATION OF TEXTBOOKS  
OR OTHER INSTRUCTIONAL MATERIALS**

**A. Statements of Policy**

1. Any resident or employee of the school district may object to the inclusion or exclusion of resources in the district's educational program on the basis of appropriateness.
2. An objection is defined as a written statement of complaint on a resource, requesting that it be excluded, included, or restricted.
3. All residents and employees of the school district shall adhere to the Textbook and Instructional/Materials Policy.

**B. Reevaluation Procedures**

1. Each objector shall be treated courteously and confidentially, but no commitments will be made at this time.
2. Each objector shall be directed to the building principal or designee.
3. After receiving the objection, the principal or designee shall provide the objector with a copy of these policies and procedures, and request a meeting with him/her.
4. The principal and/or other appropriate staff shall explain the selection rationale for the resource, its intended educational use, and any additional information regarding its use.
5. The principal and/or other appropriate staff shall explain to the objector the school's selection procedure, the selection criteria, and the qualifications of those persons selecting the resource. At this time, an attempt will be made to resolve the objection at the building level.
6. If the objection cannot be solved at the building level, then the building principal will invite the objector to fill out a "Request for Reevaluation of a Resource" form. If the objector fails to return the form within fifteen (15) school days, the complaint shall be regarded as waived or withdrawn.
7. The objector shall complete one "Request for Reevaluation of a Resource" form for each resource to which he/she objects.
8. Upon receipt of the completed and signed "Request for Reevaluation of a Resource" form, the principal or designee shall refer it to the Superintendent for establishment of Committee for Reevaluation of Resources chairperson and reevaluation of the resource.
9. The superintendent and the teacher involved shall be promptly informed of the completed "Request for Reevaluation of Resource" form.
10. Use of the questioned resource shall not be restricted during the reevaluation process.

**C. Committee for Reevaluation**

1. The Committee for Reevaluation of Resources shall be comprised of eight (8) members from School

District #139.

2. The Committee shall be assembled on an "as required" basis and shall be composed of the following:
  1. One member elected/selected from the Board of Education.
  2. One administrator selected by the Superintendent.
  3. One teacher elected/selected by the Rush City Education Association.
  4. One School District 139 professional media person selected by the administration.
  5. One student from Rush City High School elected/selected by the high school Student Council.
  - 6 - 8. Three District 139 residents elected/selected by the Rush City Board of Education.
3. A chairperson shall be named by the Superintendent of Schools.

**D. Guidelines for the Reevaluation Committee**

1. Five (5) members of the Committee for Reevaluation of Resources shall constitute a quorum. A quorum is required at all meetings where a decision is to be made regarding a questioned resource.
2. All committee members are voting members.
3. The chair of the Committee for Reevaluation of Resources shall:
  - a. Notify committee members of the objection and set a meeting date.
  - b. Distribute a copy of the completed "Request for Reevaluation of a Resource" form to each committee member.
  - c. Distribute the appropriate Checklist for Reevaluation Committee to each committee member.
  - d. Obtain and arrange for reading/viewing/listening of the questioned resource by the committee.
  - e. Obtain reviews of the questioned resource and send them to each committee member prior to the reevaluation committee meeting.
  - f. Hold a reevaluation committee meeting to discuss the questioned resource, hear testimony and reach a decision. If more time is necessary, the committee members and all others involved shall be notified in writing by the chairperson.
  - g. Invite the objector, professional media person or teacher, and administrator involved to the committee meeting.
  - h. Invite appropriate persons to provide testimony during the meeting.
4. The recording secretary shall:
  - a. Record attendance.

- b. Take notes and complete the Report of the Reevaluation Committee form.
  - c. Obtain signatures from committee members on the Report of the Reevaluation Committee form.
  - d. Be responsible for filing all required reports.
  - e. Send copies of the completed Report of the Reevaluation Committee form to the objector, the building principal, the superintendent, and the professional media person or teacher involved.
5. The Committee for Reevaluation of a Resource shall:
- a. Examine the questioned resource in its entirety.
  - b. Determine professional acceptance of the resource by reading critical reviews.
  - c. Weigh values and faults and form opinions on the resource as a whole rather than on passages or sections taken out of context.
  - d. Discuss the resource in the context of the educational program.
  - e. Hear testimony.
  - f. Make a decision by public vote.
  - g. Prepare a written report using the Report of the Reevaluation Committee form.
6. Resolution
- a. The written report, signed by all members of the committee who attended the meeting, accompanied by all materials used during the proceedings and a minority report, if one is made, shall be filed with the superintendent. This shall be the official record of the case.
  - b. In the case of a tie vote, the objection shall be denied.
  - c. The decision shall be binding for the individual school or as specified in the report by the reevaluation committee.
  - d. The decision shall be communicated to all appropriate employees.
  - e. A decision to sustain an objection shall not be interpreted as a judgement of irresponsibility on the part of the professionals involved in the selection and/or use of the resource.
  - f. The committee's decision may be appealed to the District 139 Board of Education.
  - g. Resources that have been reconsidered following a formal complaint will not be considered again for three years unless a challenge is substantially different from a previous challenge.

**Request for Reconsideration of Instructional Material**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. Resource on which you are commenting:

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Textbook | <input type="checkbox"/> Newspaper            |
| <input type="checkbox"/> Book     | <input type="checkbox"/> Audiovisual Resource |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Other                |

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

Please answer the following questions. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment.)

2. Did you read/view/ listen to the material in its entirety?
3. Please comment on the resource as a whole as well as being specific about those matters, which concern you. Cite pages, frames in a filmstrip, film sequence, etc. (Attach additional sheets, if needed.)
4. What do you believe is the theme or purpose of this material?
5. What would you prefer the school to do about this work?  
 A. Do not assign or recommend it to my child.  
 B. Do not assign or recommend it to selected students (depending on maturity/ability level).  
 C. Remove from use and/or circulation

Optional:

6. What resource(s) do you suggest to provide additional information on the topic?

\_\_\_\_\_  
(Signature of Complainant)

\_\_\_\_\_  
(Date)

**INDEPENDENT SCHOOL DISTRICT #139**

**POLICY #606-Form B**

**CHECKLIST FOR REEVALUATION COMMITTEE**

THIS CHECKLIST IS ONLY A GUIDE. IT IS TO BE USED AS AN AID AND NOTHING MORE.

Author \_\_\_\_\_

Title \_\_\_\_\_

**A. Purpose**

1. What is the purpose, theme, or message of the resource?
2. How well does the author/ producer/ composer accomplish this purpose?

**B. Authenticity**

1. Is the author competent and qualified in the field?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable
2. What is the reputation and significance of the author and publisher/ producer in the field?
3. Is the resource up-to-date? \_\_\_ Yes \_\_\_ No \_\_\_ Not Applicable
4. Are information sources well documented?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable

**C. Appropriateness**

1. Does the resource promote the educational goals and objectives of the curriculum? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable
2. Is it appropriate to the level of instruction intended?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable
3. Are the illustrations appropriate to the subject and age level?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable
4. If there is use of offensive language, violence, sex, etc., is it appropriate to the purpose of the work?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable

**D. Content**

1. Is the content of this resource well presented by providing adequate scope, depth, and continuity?

\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Not Applicable

2. Does this resource present information or viewpoints otherwise not available? \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Not Applicable

3. Does this resource give a new dimension or direction to its subject? \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Not Applicable

4. Is this resource done well? \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Not Applicable

E. Reviews

1. Sources of reviews

2. Does this title appear in one or more reputable selection aides? \_\_\_\_\_Yes \_\_\_\_\_No

3. If answer to question two was yes, please list aids.

F. Additional comments

**Staff Rationale for Material Use**

Name: \_\_\_\_\_ School: \_\_\_\_\_  
Position: \_\_\_\_\_

Description of Material:

Title: \_\_\_\_\_  
Author/creator: \_\_\_\_\_  
Publisher/producer: \_\_\_\_\_  
Type of material: \_\_\_\_\_

1. What do you believe is the theme or purpose of this material?
  
  
  
  
  
  
  
  
  
  
2. For what age-maturity-ability level is this used?
  
  
  
  
  
  
  
  
  
  
3. How is this material made available to students? \_\_\_\_required \_\_\_\_optional  
\_\_\_\_\_ free reading
  
  
  
  
  
  
  
  
  
  
4. What do you recommend the school do about this work?  
\_\_\_\_\_Continue to use as is  
\_\_\_\_\_Withdraw it from my student  
\_\_\_\_\_Use with other age/ability groups  
\_\_\_\_\_Withdraw it from all students  
\_\_\_\_\_Other
  
  
  
  
  
  
  
  
  
  
5. Attach any additional information, which would be of value to the committee.

Signature of certified staff \_\_\_\_\_

REPORT OF REEVALUTATION COMMITTEE

Author: \_\_\_\_\_ Type of Resource: \_\_\_\_\_

Title: \_\_\_\_\_

This decision was made on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Minority report is attached \_\_\_\_\_yes \_\_\_\_\_no

To what extent does this material meet the principles, objectives, and criteria outlined in the District Material Selection Policy?

Decision:

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_