

School District of River Falls
Educational Program Committee Meeting

Monday, April 7, 2025 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Monica LaVold

A quorum of the Board may be present for information-gathering purposes only.

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at

<https://meetings.boardbook.org/Public/Organization/1447>

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. APPROVE INITIAL READING OF POLICY 361.2 SELECTION OF LIBRARY MEDIA CENTER MATERIALS 2

Description: Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, will present revised School Board Policy 361.2 Selection of Library Media Center Materials. This policy outlines the criteria and guidelines for selecting, acquiring, and evaluating library materials for use in schools within the district.

Recommended Action: Approve initial reading of revised School Board Policy 361.2 Selection of Library Media Center Materials.

5. APPROVE INITIAL READING OF POLICY 361.2-RULE PROCEDURES FOR SELECTION OF LIBRARY MEDIA CENTER MATERIALS 5

Description: Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, will present the new School Board Policy 361.2-Rule Procedures for Section of Library Media Center Materials. This policy explains procedures for the selection, reporting, parent/guardian involvement and access, and withdrawal of library materials.

Recommended Action: Approve initial reading of the new School Board Policy 361.2-Rule Procedures for Selection of Library Media Center Materials.

6. APPROVE INITIAL READING OF 361.1 SELECTION OF INSTRUCTIONAL MATERIALS 9

Description: Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, will present revised School Board Policy 361.1 Selection of Instructional Materials. This policy outlines the criteria and guidelines for selecting and acquiring instructional materials for use in the district.

Recommended Action: Approve initial reading of revised School Board Policy 361.1 Selection of Instructional Materials.

7. PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE EDUCATIONAL PROGRAM MEETING AGENDA(S)

Description: As always, committee members will be given the opportunity to suggest items for future committee and/or Board meeting agendas.

Recommended Action: As needed.

8. SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, May 5, 2025, 6:00 p.m.

The meeting will be held at the District Office conference room, 852 E. Division Street.

9. ADJOURN



361.2 SELECTION OF LIBRARY MEDIA CENTER MATERIALS

The School Board recognizes the critical contributions Library Media Centers make to the educational process. The board is eager to have a wide range of books and resources available to support the evolving intellectual and emotional needs of our students. Furthermore, the board supports equipping students to navigate increasingly complicated issues and ideas in developmentally appropriate ways.

The primary purpose of the District's library media program is to enrich and support the District's educational programs and student learning.

The School Board delegates the review, selection and purchase of library media center materials and resources to the District's Library Media Specialists. In order to provide the Library Media Specialists and staff with guidance for the acquisition of library resource materials, Procedures for Selection of Library Media Center Materials (361.2-Rule) will be followed.

The District will provide library facilities within school buildings and make available to all pupils students a current and balanced collection of resources in a variety of formats books, basic reference materials, texts, periodicals, and audiovisual materials, which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American our global society. The District shall will provide library media services to all pupils students in grade JK-12, which are performed implemented by licensed library personnel Library Media Specialist or a designated supervisor/certified staff member.

In order to provide the Library Media Specialists and staff with guidance in the acquisition of age appropriate library resource materials, such as library books and electronic resources, the School Board endorses the guidelines approved by the American Library Association to:

- ~~1. Provide books/resources that will enrich and support the curriculum, taking into consideration available funding.~~
- ~~2. Provide books/resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.~~
- ~~3. Provide books/resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.~~
- ~~4. Provide information on controversial issues so that young citizens may develop, with guidance, the practice of critical reading and thinking skills.~~



361.2 SELECTION OF LIBRARY MEDIA CENTER MATERIALS

5. Provide and promote information representative of the many religious, ethnic, and cultural groups and their contributions to the diversity of American culture and to the World.
6. Include, in the body of works as a whole, characters and settings which reflect the racial, ethnic, cultural and religious makeup of the student body and the country as a whole.
7. Place principle above personal opinion and reason above prejudice in the selection of books/resources of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

The Library Media Specialists will work closely with students, staff and administration in the selection and evaluation of materials for purchase. In the event of a potentially controversial resource purchase, consideration of other policies will be included as a cross reference in determining the selection of materials.

In order to respond to any complaints about, or challenges to, the selection of library materials, the district refers to Complaints about Instructional/Library Media Center Materials (871) and Procedures for Handling Complaints About Instructional/Library Media Center Materials (871-Rule), establishing a complaint procedure and providing for a committee to review such complaints or challenges.

If any person wishes to permanently remove materials from a school district library, he/she must seek the formal approval of the Board. The Board may determine that such materials should be removed. Such determination must not be based upon official suppression of ideas, but rather upon the educational suitability of the materials in question. Only the Board and/or the Superintendent may authorize said permanent removal of instructional materials, pursuant to the decision of the Board.

The School District of River Falls shall **will** not discriminate in the selection and evaluation of library media center materials and resources, textbooks, or supplementary materials on the basis of a student's sex, (including gender identity, gender expression and nonconformity to gender role stereotypes,) race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability, or any other legally protected status or classification. Discrimination complaints shall **will** be processed in accordance with established **d**District procedures.



361.2 SELECTION OF LIBRARY MEDIA CENTER MATERIALS

LEGAL REF.: Sections 118.13 Wisconsin Statutes
121.02(1)(h)
PI 8.01(2)(h), Wisconsin Administrative Code
PI 9.03(1)

CROSS REF.: 361.1, Selection of Textbooks and Supplementary Instructional Materials
361.2-Rule, Procedures For Selection Of Library Media Center Materials
~~362, Library Media Centers~~
381, Study and Discussion of Controversial Issues
411-Rule, Student Discrimination Complaint Procedures
871, Complaints About Instructional/Library Media Center Materials
871-Rule, Procedures for Handling Complaints About Instructional/Library
Media Center Materials

APPROVED: March 19, 1973
REVISED: September 16, 1991
May 23, 2005
July 18, 2022
~~xxxx, 20xx~~



361.2 - RULE PROCEDURES FOR SELECTION OF LIBRARY MEDIA CENTER MATERIALS

The district maintains a vast collection of print and digital materials. This collection contains over **65,000** print titles in our school libraries and **20,500** titles in the district's digital book collection. Each year, an average of **3,000** new titles are acquired and added to the collections as Library Media Specialists respond to the needs of students.

The following procedures will serve as a guideline for Library Media Specialists in the selection of library materials.

Definitions

"Library Materials" materials refer to a wide range of resources available in libraries for reading, study, or research. These materials may include, but are not limited to: books, magazines, newspapers, journals, audiobooks, e-books, videos, maps, digital resources, and other multimedia items.

"Age/grade level appropriateness" refers to a specific age group that is standard developmental, cognitive, emotional, and social level. Materials selected are designed to engage and educate the student in terms of content, themes, language, and with complexity that aligns with their age and maturity level while supporting learning, growth, and encouraging curiosity.

The district will provide library facilities within school buildings and make available to all students a current and balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials, which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of global society. The district will provide library media services to all students in grade K-12, which are performed by a Library Media Specialist or a designated supervisor/certified staff member.

A. Selection Criteria:

Library will:

- Provide books/resources that will enrich and support the curriculum, taking into consideration available funding.
- Provide books/resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.



361.2 - RULE PROCEDURES FOR SELECTION OF LIBRARY MEDIA CENTER MATERIALS

- Provide books/resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards from accurate, authentic, and authoritative sources.
- Provide information on ~~controversial issues~~ differing viewpoints ~~on controversial issues~~ so that young citizens may develop, with guidance, the practice of critical reading and thinking skills.
- Provide and promote information representative of the many religious, ethnic, social, and cultural groups communities and their contributions to the diversity of American culture and to the world.
- Include, in the body of works as a whole, characters and settings which reflect the racial, ethnic, social, cultural and religious makeup of the student body and the ~~country as a whole~~ world.
- Place principle above personal opinion and reason above prejudice in the selection of books/resources of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
- Select material appropriate for the subject area and for the age, emotional development, ability level, and social, emotional, and intellectual development of the students for whom the materials are selected.

B. Selection Procedures

This procedure recognizes and protects the professional expertise and judgment of Library Media Specialists in ensuring that the library collection meets the diverse needs of students.

In selecting materials for purchase, the Library Media Specialists will consult reputable, unbiased, professional library review sources; the professional staff; members of administration, and/or utilize personal examination.

The review sources that are recommended by professional organizations including American Library Association will be used. In addition, to the sources recommended we use:

- Cooperative Children's Book Center Choices
- Common Sense Media
- Kirkus Review
- Horn Book



361.2 - RULE PROCEDURES FOR SELECTION OF LIBRARY MEDIA CENTER MATERIALS

Material review sources provide guidance on book acquisition decisions and address topics such as content accuracy and age appropriateness. When reviews are available, elementary purchases are supported with the majority of reviews recommending the elementary grade/age span. Middle school purchases are supported with the majority of reviews recommending the book for middle school grade/age span. High school purchases are supported with the majority of reviews recommending the book for high school grade/age span.

Library Media Specialists follow the same selection procedures when materials are gifted to library collections and are accepted or rejected accordingly.

D. Parent/Guardian Involvement and Access

The district values each family's involvement in the development of their child's reading interests and fluency. Parents or guardians have the rights to guide the reading, viewing, and listening of their children but must respect the same right to other parents or guardians.

In addition to supporting their child's reading, parents/guardians can work with their children to access their child's print or digital library checkout history. Directions for accessing student library accounts are sent out at the beginning of each school year. This information can be accessed through Follett Destiny by using their child's account login and password. Parent/guardian may limit student check out by emailing the building Library Media Specialist.

Students only have access to check out library materials at their respective building levels.

E. Procedures for Withdrawal of Library Materials

Collection development is an ongoing process which includes the removal of materials that no longer contribute to the overall goals of an informative, interesting and accurate collection. Library Media Specialists, will regularly review the library's collection and remove materials that:

- Contain outdated or inaccurate information,
- Are no longer considered useful for curricular support or reading enrichment ,
- Have not been checked out for extended periods of time, or
- Are in poor physical condition.



361.2 - RULE PROCEDURES FOR SELECTION OF LIBRARY MEDIA CENTER MATERIALS

LEGAL REF.: Sections 118.13 Wisconsin Statutes
121.02(1)(h)
PI 8.01(2)(h), Wisconsin Administrative Code
PI 9.03(1)

CROSS REF.: 361.1, Selection of Textbooks and Supplementary Instructional Materials
361.2 Selection of Library Media Center Materials
~~362, Library Media Centers DOESN'T EXIST~~
381, Study and Discussion of Controversial Issues
411-Rule, Student Discrimination Complaint Procedures
871, Complaints About Instructional/Library Media Center Materials
871-Rule, Procedures for Handling Complaints About Instructional/Library Media Center Materials

APPROVED: XX XX,XXXX

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POLICY 361.1 SELECTION OF INSTRUCTIONAL MATERIALS

Instructional materials selected should be consistent with educational curricular **instructional needs** and support the district mission and values adopted by the **School Board of Education**. Such materials ~~shall~~ **will** be of the best quality of content available to meet the objectives of the curriculum and academic standards. The materials should be authentic, appropriate, and motivational representing a diversity of individuals in a variety of positive roles. Positive representations of racial, religious, ethnic, sexual orientation and gender diversity and the avoidance of stereotyping ~~should be~~ **are** important considerations.

Definitions

In general, instructional material includes but is not limited to: any collection of materials that a teacher may use in teaching and learning situations to help achieve desired learning objectives. The term encompasses all the materials an instructor uses to implement instruction and facilitate students achievement of instructional objectives. Instructional materials may include but are not limited to, print, non-print, textbooks, literature, audio/visual resources, learning kits, workbooks, and electronic digital resources.

“Core” instructional materials are those used throughout a grade span and/or subject area which require more district-level oversight to ensure instructional consistency than ~~does~~ the selection of supplemental material. Core instructional materials are selected through a district established curriculum review cycle established by administration. Core materials typically include required classroom textbooks, literature, workbooks, and learning kits.

“Supplementary” instructional materials means supporting instructional materials **s** used to reinforce, enrich, or enhance instruction driven by core instructional material. These supplemental materials may include, but are not limited to: poems, short stories, articles, book excerpts, websites, and media clips.

“Age/grade level appropriateness” refers to a specific age group that is standard developmental, cognitive, emotional, and social level. Instructional materials are designed to match the developmental stage, cognitive abilities, learning needs of students at a specific age or grade level, and tailored to engage students effectively while promoting their academic growth. The content, complexity, and delivery methods are aligned with the students' intellectual, emotional, and social maturity, ensuring that the materials are accessible, relevant, and supportive of their learning progress.

The school district recognizes that while we are eager to match resources to students we need to take into account the wide varying age range of children's development.

Although the **School Board** annually approves curriculum standards, the review and selection of all instructional material is delegated to administration and instructional staff.

Selection Procedures for **the** Core Instructional Materials

The selection and adoption of **H** instructional materials ~~selection and adoption shall be included as is~~ part of the formal cycle of curriculum adoption, evaluation, and improvement in the **D** District (**LINK**). This formal cycle of curriculum review includes teachers and administrators.



POLICY 361.1 SELECTION OF INSTRUCTIONAL MATERIALS

STEP 1: Instructional Materials Selection Committee

Instructional materials ~~shall~~ will be reviewed by an instructional materials selection committee appointed by the Director of Academics **Services**. This committee will be selected from grade-level and/or subject area staff members involved in the delivery of the curriculum. In addition, members of preceding or succeeding grade levels, special education teachers, instructional coaches, and other stakeholders will participate on selection committees.

~~Note #1: On rare occasions, there may be times when the curriculum/instructional materials need to be reviewed outside of the normal curriculum review cycle,~~ and will follow a timeline and process determined by Academic Services.

The instructional materials selection committee should keep in mind the general criteria outlined below:

- A. ~~A)~~ Age/grade level appropriateness.
- B. ~~B)~~ Content alignment to curriculum objectives including standards; assessments; curriculum-based learner expectations; higher-level/critical thinking; and real life experiences
- C. ~~C)~~ Culturally responsive to ~~include no~~ eliminate bias; misinformation; stereotyping; and reflects the cultural diversity of our global society.
- D. ~~D)~~ Format to include readability; utility of use; layout and sequential alignment; writing style; date of publication; reputable, high quality resource.
- E. ~~E)~~ Professional development opportunities for staff.
- F. ~~F)~~ Technological support materials.
- G. ~~G)~~ Research-based strategies for scaffolding, curriculum alignment, and interventions.
- H. ~~H)~~ Appropriate rigor that allows for challenge and appropriate learner struggle.

STEP 2: Recommendation to the Superintendent and **School** Board ~~of Education~~

Based on the involvement of the instructional materials selection committee, the Director of Academics will make a recommendation to the Superintendent who will then transmit acceptable recommendations to the **School** Board.

STEP 3: Purchase and Training

Upon **School** ~~S~~Board approval, the Superintendent and the Director of Academic ~~s~~Services will purchase the instructional materials and ~~develop~~ establish a professional development plan to ensure staff can effectively utilize the newly purchased instructional materials.



POLICY 361.1 SELECTION OF INSTRUCTIONAL MATERIALS

Selection for Supplementary Instructional Material

The selection of supplementary instructional material and resources used in the classroom is generally the responsibility of the classroom teacher, in consultation with other instructional staff as appropriate. Recommendations for the purchase of supplementary material ~~shall~~ will be submitted and discussed with the building principal prior to use.

When selecting supplementary material the teacher must consider the following criteria:

- A. ~~A)~~ Staff ~~should~~ will exercise ~~use great~~ discretion when using supplemental materials to avoid misalignment with essential standards and/or appropriate level of rigor. It is critical to Discretion helps avoid the unintended consequence of straying ~~too far away~~ from the core curriculum ~~and~~ materials.
- B. ~~B)~~ Materials will support, not supplant, curriculum and instructional materials adopted by the district.
- C. ~~C)~~ Follow copyright and licensing laws and agreements.
- D. ~~D)~~ Be prepared to verify the instructional value of the material.
- E. ~~E)~~ Follow all district policies including #381 (Controversial Studies).

The School District of River Falls ~~shall~~ will not discriminate in the selection of instructional materials on the basis of ~~student's sex, (including gender identity, gender expression and nonconformity to gender role stereotypes,)~~ race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability. Discrimination complaints ~~shall~~ will be processed in accordance with established ~~district~~ procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 121.02(1)(h)
 PI 8.01(2)(h), Wisconsin Administrative Code
 PI 9.03(1)

CROSS REF.: 361.2, Selection of Library Media Center Materials
 411-Rule, Student Discrimination Complaint Procedures
 871, Complaints About Instructional/Library Media Center Materials
 381, Study and Discussion of Controversial Issues
 330, Curriculum Review and Development

APPROVED: February 16, 1981



POLICY 361.1 SELECTION OF INSTRUCTIONAL MATERIALS

REVISED: September 16, 1991
July 18, 2005
August 21, 2023
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