

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: General

Section Title: Selection of Curricular Materials

Sub-Section No. 508.8a

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### Selection of Curricular Materials

Curriculum committees will generally be responsible for recommending textbooks and major instructional materials for consideration by the board for curricular materials. Recommendations will be made to the superintendent or his/her designee with the final decision being made by the Board. The function of the committee is to ensure materials are selected in conformance with stated criteria and established district goals and objectives.

Any person may submit oral or written objections to any curricular materials under consideration.

Curricular materials provided for dual credit courses offered by an institution of higher education are selected by the provider and not the district. The district has no control over the selection, adoption and removal of curricular materials, and it is the responsibility of the parent to have knowledge of and/or review such prior to student enrollment.

### Criteria for Selection of Curricular Materials

The curricular materials adoption committee should develop, prior to selection, a set of selection criteria against which curricular materials will be evaluated. The criteria should include the following along with other appropriate content area criteria.

Curricular materials shall:

1. Support and be consistent with the state standards, general educational goals of the district and the objectives of specific courses.
2. Meet high standards of quality in factual content and presentation. This will present opposing sides of controversial issues.
3. Be appropriate for the subject area and for the age, emotional development, ability level and social development of the students for whom the materials are selected.
4. Have aesthetic, literary or social value.
5. Be developed by competent and qualified authors and producers.
6. Depict the cultural diversity and pluralistic nature of American society in an accurate and unbiased way.
7. Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards, while also providing background information to enable students to make intelligent judgments.
8. Have a physical format and appearance suitable for their intended use.

### Textbook Selection

“Textbooks” includes print and non-print material provided in multiple copies for use in class or a major segment of such a class.

Textbook adoption committees will be appointed for the purpose of advising the Board on selection of curricular materials for use within the district. Appropriate subject area, instructional level, media personnel and patrons will be included in each committee

Criteria for text materials consistent with the general criteria for materials selection will be developed by the text materials evaluation committee.

The committee will present its recommendation to the superintendent or his/her designee. The superintendent or his/her designee will take the recommendation(s) to the Board.

### Media Center Materials (Media)

For the purpose of this rule the term media includes all materials considered part of the library collection, plus all instructional items housed in resource centers and classrooms (if any) which are not text materials. For the purpose of this rule, the term media center is the space, room or complex of rooms and spaces designated as a library, media center, instructional materials center or similar term.

The district has libraries in every school with the primary objective of implementing and supporting the educational program in the schools. It is the objective of these libraries to provide a wide range of materials on all appropriate levels of difficulty and presentation of different points of view. The provision of a wide variety of library materials at all reading levels supports the district’ basic principle that the school assists all students to develop their talents fully, so they become capable of contributing to the further good of that society.

In selecting materials for purchase for the media center, the media specialist or the designated person on site, will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. Recommendations for purchase will also be solicited from patrons, student body and faculty.

Gift materials shall be judged by the criteria listed above as “Criteria for Selection of Curricular Materials” and shall be accepted or rejected by those criteria.

Selection is an ongoing process which will include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

Media Center materials to be ordered will be approved by the building principal.

Adopted: 12/13/21

## **POST FALLS SCHOOL DISTRICT NO. 273**

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All films, videos and television viewing during instructional time will relate directly to educational curriculum. All films and videos must be previewed in their entirety by the teacher.

Films, video tapes or television shows rated by the Motion Picture Association of America:

- G = may be shown at all levels
- PG = may be shown at all levels but must be pre-approved at the elementary level (grades k-6) with a Sensitive Material Parent Permission form
- PG-13 = may not be shown at the elementary level (grades k-6); may be shown at the secondary level (7-12) but must be pre-approved for students in grades 7 and 8 with a Sensitive Material Parent Permission form
- R = may not be shown to grades k-8; may only be shown at the secondary level (9-12) but must be edited for educational use and be pre-approved with a Sensitive Material Parent Permission form
- NC-17 = cannot be shown at any time in the schools

Non-instructional viewing time includes:

- X inclement weather activity (recess);
- X pre or post school activity; or
- X extra curricular activity

Film ratings are based on the film's level of violence, language, sexual frankness and adult subject matter. The rating assigned to a video tape or film should be a guide as to whether student viewing is appropriate. If a teacher is uncertain about its appropriateness, he/she will confer with the building administrator. All federal copyright guidelines must be observed.

Adopted: 2/12/96

Reviewed: 5/06

Reviewed: 2017, 2021

## POST FALLS SCHOOL DISTRICT NO. 273

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Section Title: Sensitive Material Parent Permission Form

Sub-Section No. 508.8c

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### Sensitive Materials

The major criteria for selecting materials for instruction should be the material is integral to the lessons and will enhance student learning.

Material must be previewed by the teacher to identify:

1. Whether it contain information that might be considered sensitive by parents or students.
2. Whether the material being considered is so integral to the lesson that the advantage to the students outweighs the sensitive nature of anything contained within it.
3. Whether the sensitive items within the material can be removed without significantly changing the effectiveness of the material. (Please refer to “Guidelines for Viewing Rated Films in the Classroom” if appropriate.)

If the teacher decides the material is so important to the lesson it should be used regardless of sensitive items within it, and if he/she feels the sensitive items cannot be removed without significantly reducing the effectiveness of the material, the teacher must:

1. Inform the building administrator.
2. Inform the students that sensitive material will be used, they are free to excuse themselves from the lesson presentation, and they will be assigned an alternate activity if they choose to be excused.
3. Inform the students and parents sensitive material will be used by sending home the “Sensitive Material Parent Permission” form at least ten (10) days prior to the lesson.

Students who do not return the Sensitive Material Parent Permission form **will participate in the alternate activity.**

The teacher **must** be present when sensitive materials are presented.

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**POST FALLS SCHOOL DISTRICT  
SENSITIVE MATERIAL PARENT PERMISSION**

Name of Teacher: \_\_\_\_\_ Date(s) of Presentation: \_\_\_\_\_

Subject: \_\_\_\_\_ Period(s)/Grade(s) involved: \_\_\_\_\_

Title and Type of Material: \_\_\_\_\_

Topic of Material: \_\_\_\_\_

Method of Presentation: \_\_\_\_\_

Educational Objective(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Sensitive Rating: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Alternate Method of Instruction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please initial the appropriate line and return by: \_\_\_\_\_

\_\_\_\_\_ I give my son/daughter permission to participate in the material chosen for this curricular area.

\_\_\_\_\_ I **DO NOT** give my son/daughter permission to participate in the material chosen for this curricular area.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

*Students will be permitted to participate in activities that contain sensitive material only if the Sensitive Material Parent Permission form has been received by the instructor prior to the beginning of the activity.*

Adopted: 2/12/96

Reviewed: 2017, 2021

## **POST FALLS SCHOOL DISTRICT NO. 273**

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### Challenged Materials

The primary purpose of having instructional materials is to implement, enrich and support the educational programs of Post Falls School District. Therefore, a wide range of material at appropriate maturity levels, with diversity of appeal, and including various points of view, should be available.

Occasionally material selected will be challenged or questioned by the public, despite adherence to the procedure to analyze teaching material and the qualifications of the persons who select the materials. In the interest of handling these complaints objectively and expeditiously, these procedures will be followed:

1. Concerns regarding instructional materials will be discussed by the complainant with the teacher or librarian.
2. Continuing concerns will be addressed in a meeting with complainant, teacher or librarian and principal.
3. If the situation cannot be resolved, the complainant will be given the Controversial Materials packet which will include "Request for Review of Instructional Materials form."
4. The principal will appoint and chair the review committee consisting of two parents and/or patrons, two teachers/librarians and a counselor.
  - The "Rationale for Use of Instructional Material" and the "Sensitive Material Parent Permission" form, if used, will be submitted by the teacher or librarian to the review committee.
  - The complainant and teacher or librarian will be invited to present their positions to the review committee.
  - The committee will select a person to act as secretary who will keep accurate written records of each meeting.
  - The review committee will make its decision within thirty (30) days of receipt of the Request for Review of Instructional Materials.
  - Upon presentation to the review committee, a recommendation will be made based upon the entire work.
  - The "Review Committee Decision" will be forwarded to the complainant, teacher or librarian, principal and superintendent or his/her designee.

Generally, access to challenged material will not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily.

### Appeal Process

The complainant or teacher/librarian has the option of either accepting the review committee's decision or appealing to the Board of Trustees. If either party chooses to appeal, he/she must then notify the principal in writing within ten (10) days of receipt of the review committee's decision. The principal will, in turn, notify the superintendent or his/her designee.

The superintendent or his/her designee will notify the Board of Trustees that an appeal of the review committee's decision has been filed.

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The superintendent or his/her designee will notify the complainant of the correct procedures to be followed for presenting his/her objection before the Board of Trustees.

The superintendent or his/her designee will provide the Board of Trustees with all materials and information that have been accumulated as a result of the Request for Review of Educational Materials. After review of these materials, the Board of Trustees will hold a meeting in open session to hear presentations from the complainant and the teacher/librarian. The Board of Trustees will then make a final determination on the use of the challenged material and notify the complainant and teacher/ librarian of their decision within 45 days of conducting the appeal hearing.

The final decision will be made by the Board of Trustees.

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## REQUEST FOR REVIEW OF INSTRUCTIONAL MATERIALS

Please discuss this matter with the teacher, librarian and building administrator before you submit this form.

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Complainant: \_\_\_\_\_

Representing: Self \_\_\_\_\_ Organization/Group Name \_\_\_\_\_

School/Grade Concerned \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Type of Material \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright Date \_\_\_\_\_

X Did you read (hear, see) the entire work? \_\_\_\_\_

X Do you have a child in the school in question? \_\_\_\_\_

X Are you aware of the teacher's purpose in using this work? \_\_\_\_\_

X What prompted you to object to this work? \_\_\_\_\_

X To what in the book or material(s) do you object? Please be specific, cite pages, etc. \_\_\_\_\_

X What do you feel might be the result of exposure to this material? \_\_\_\_\_

X For what age group would you recommend this material? \_\_\_\_\_

X Are you aware of judgments of critical experts regarding this material? \_\_\_\_\_

X If so, which critics? \_\_\_\_\_

X Have you read a review of this work? \_\_\_\_\_ If so, what is the source of the review?

X In its place, what material of equal literary or information quality would you recommend that would address the same theme? \_\_\_\_\_

X What would you like the Review Committee to do about this material?

A. \_\_\_\_\_ Do not assign it to my child.

B. \_\_\_\_\_ Withdraw it from all students as well as from my child.

C. \_\_\_\_\_ Review its educational value.

D. \_\_\_\_\_ Other

Name of complainant (print) \_\_\_\_\_

Signature of complainant \_\_\_\_\_ Date \_\_\_\_\_

This form, when completed, should be submitted to the building principal within ten (10) days of receipt to initiate a committee review. You will be notified of the meeting date of this review during which time you will have the opportunity to express your views. You will be notified within 30 days of the Review Committee's decision. Appeal of this decision may be made through the principal and the superintendent to the Board of Trustees. Material that is subject to this review process will not be removed until the final decision has been reached.

\_\_\_\_\_  
Date Supervisor Received Complaint

\_\_\_\_\_  
Supervisor's Signature

Further comments may be written below.

Adopted: 2/12/96 Reviewed: 2010, 2021



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Procedure Title: General

Section Title: Rationale for Use of Instructional Material Form

Sub-Section No. 508.8e

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**RATIONALE FOR USE OF INSTRUCTIONAL MATERIAL**

Teacher/librarian will complete this form upon notification that a Request for Review of Instructional Materials has been filed.

School/Grade \_\_\_\_\_

Teacher/Librarian \_\_\_\_\_

Course or Class \_\_\_\_\_

Type of Material \_\_\_\_\_

Title \_\_\_\_\_

Approximate date(s) book or material was used \_\_\_\_\_

This material was: (check all that apply)

\_\_\_\_\_ Studied by the whole class

\_\_\_\_\_ Recommended to individual students

\_\_\_\_\_ Checked out from the school library

Context of use \_\_\_\_\_

Ways in which the material was appropriate for students in this class \_\_\_\_\_

Ways in which the material was integral to the objectives of this course unit \_\_\_\_\_

Printed material used in conjunction with this lesson/unit is attached.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Use the back of this form to include any other information that you feel might be helpful or if additional space is needed to answer the questions more fully.

Adopted: 2/12/96

Reviewed: 2017, 2021

### **REVIEW COMMITTEE DECISION**

This form is to be filled out by the Review Committee. Please attach a copy of the Request for Review of Educational Materials, the Sensitive Material Parent Permission form, if used, and the Rationale for Use of Instructional Material.

Material subject to objection: \_\_\_\_\_  
Please state each objection to the material and your findings: \_\_\_\_\_

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-  
Attach additional information.

Committee Members:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ |          |

Teacher/Librarian/Complainant: I have been informed of the Review Committee's decision.

_____ Complainant Signature	_____ Date
_____ Librarian Signature	_____ Date
_____ Teacher Signature	_____ Date

Return this form to the building administrator within ten (10) days of receipt.

If you wish to appeal this decision, please notify the building administrator in writing within ten (10) days of receipt of the review decision.

Adopted: 2/12/96  
Reviewed: 2017, 2021