

606 RESOURCE SELECTION POLICY AND REEVALUATION PROCEDURES

I. PART ONE: SELECTION OF RESOURCES

I. Statement of Policy and Definition

- A. The Board of Education of District #181, Brainerd, Minnesota, supports the principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States. Copies of the following intellectual freedom documents from professional associations are included as an addendum to this policy: Library Bill of Rights (American Library Association), The Freedom to Read Statement (American Library Association and Association of American Publishers), The Right to Read (National Council of Teachers and English), and the Freedom to View (American Film and Video Association). Also included in the addendum is the Section 110(1) of the Copyright Law of the United States pertaining to video/movie use in non-profit educational institutions.
- B. The Board of Education supports the right of parents and/or guardians to choose or restrict the use of educational resources for their children, and only their children.
- C. Each school building shall have copies of the *Resource Selection Policy and Reevaluation Procedures* available to all teachers and administrators and to others upon request.
- D. For the purpose of this statement of policy, the term “resources” shall refer to any person/s, material/s, or event/s (whether acquired, scheduled or locally produced) with instructional content or function that is available or unavailable (refers to a resource that has been denied inclusion) for formal or informal teacher/learning purposes. Resources include, but are not limited to, textbooks, supplementary reading, fiction and nonfiction books, charts, community resource people, agencies and organizations, realia, audio visuals, movies, documentaries, television programs, electronic data, computer software, periodicals, dramatic presentations, concerts, athletic events (including cheers/signs), field trips, and written and performed music, Internet and electronic resources.

II. Objectives of Selection

- A. Strong effort will be made by those who are responsible for selection to provide resources that will support and enrich the curriculum and reflect all racial, ethnic, cultural, age, gender and ability diversities, taking into consideration the varied interests, abilities, learning styles and maturity levels of students served.
- B. Strong effort will be made to provide resources that will stimulate growth in

factual knowledge, critical analysis of differing sides of issues, literary appreciation, aesthetic values, and recognition of varied societal values.

- C. Strong effort will be made by school personnel who select resources to place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality in order to assure a comprehensive collection of resources appropriate for the thorough education of all students.
- D. Materials selected should be considered by the impact of each work as a whole – not in part. Few works are totally perfect, works containing a single flaw, flawed passage, or a number of flawed passages are not necessarily works of poor quality.

III. **Responsibility for Selection**

- A. The actual selection of resources is delegated to the professional staff (employed by the district) whose responsibility is to know the curriculum, the students, and the philosophy of the school system.

IV. **Criteria for Selection of Resources**

The following criteria will be used as they apply:

Resources shall:

- A. support and be consistent with the general educational goals of District 181 and the goals and objectives of individual schools and specific courses.
- B. be selected to support and enrich the individual school curriculum and to meet the personal needs of the students.
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of students for whom the materials are selected.
- D. provide a background of information which will motivate students to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.
- E. provide information on differing sides of issues so that users may develop the practice of critical analysis.
- F. be selected for the atypical student as well as the average student.
- G. be selected for their strengths rather than rejected for their weaknesses, and shall be judged as a whole.

V. **Procedure for Selection and Reevaluation**

- A. In selecting resources, professional personnel shall evaluate the available resources and curriculum needs and shall consult reputable, professional selection aids and other appropriate sources. When deemed appropriate and/or possible, the actual item shall be examined.
- B. Administrators, teachers (classroom and media), students, other school district personnel and community persons may make recommendations for purchase.
- C. Gift resources shall be evaluated and accepted or rejected by the criteria outlined

in IV. *Criteria for Selection of Resources.*

- D. Selection is an on-going process which includes the removal of resources which are no longer appropriate and replacement of resources which are lost or damaged.

VI. **Criteria for use of Commercial/Educational Videos**

Commercial movies are defined as those produced primarily for commercial showings and rated by the Motion Picture Association of America. Educational videos are produced specifically for use in educational institutions (example: Bill Nye, Reading Rainbow, Schlessinger Media products, etc.) Refer to The "Educational Exemption" for Movies and Fair Use of Copyrighted Material in the Addendum.

- A. All videos shown during the academic day must be directly related to the curriculum, and are not to be used as a reward, time-filler, or for entertainment purposes.
- B. Video clips may be shown from any movie (rated G-R), provided that the content of the clip does not include material that would be inappropriate according to the district's Video Rating Guide, and the MPAA guidelines it is based on.
- Teachers showing clips will follow copyright determined by the *Fair Use of Copyrighted Material* guidelines, and will list the movie source in school video lists. Clips must be identified as "clips only" on these lists.
 - Television production course teachers must abide by *Fair Use of Copyrighted Material* guidelines and the district *Video Rating Guide*, but movies do not need to be included on the district video lists.
- C. Parents will be informed of videos shown as part of the curriculum at the on-set of the trimester/semester/course through written communication (i.e. building level newsletters, course syllabus, building and/or teacher web site, etc.)
- D. All videos used in the curriculum must be previewed before being shown to students. All videos must be owned by the school or department (not rented), or loaned from an educational institution. Videos showing sexual content will not be approved for E-8.
- E. A video viewing guide/curriculum plan must accompany all commercial videos. This guide should provide questions or activities that the teacher uses to integrate the video into classroom curriculum.
- F. Teachers must give at least 5 days notice to parents/guardians prior to the use of commercial videos to be shown in a classroom, when permission is required (see *VII. Video Rating Guide*).
- G. Parents/guardians may restrict their own child's viewing of videos. In that case, those students will be assigned a meaningful alternative assignment (with comparable rigor and credit) to complete in lieu of the video and viewing activity.
- H. Public performance rights must be purchased and on file for videos shown outside the academic school environment.

VII. **Video Rating Guide**

For those videos and programs which were *not listed on the initial syllabus* or class/school video list, and require permission forms, parental permission will be required. Teachers will request that their principal signs the *Parental Permission for Video Viewing* and then the teacher will send the form to parents. The *Parental Permission for Video Viewing* form will be sent to parents at least 5 days in advance of the video being shown. The following guide will be used for specific grade levels and ratings which require parental permission.

						Permission Forms Needed (**)- Movies
X	NC-17	R	PG-13	PG	G	Rating
						Grade Level
Never Shown	Never Shown	Never Shown	Never Shown	**		Grades E - 4
Never Shown	Never Shown	Never Shown	Never Shown	**		Grades 5 - 7
Never Shown	Never Shown	Never Shown	**			Grade 8
Never Shown	Never Shown	Never Shown	**			Grade 9
Never Shown	Never Shown	**				Grades 10 and up

VIII. Reevaluation of Resources

- A. Recognizing that opinions about resources may differ, a reevaluation procedure is available (see Part Two: Reevaluation of Resources Procedures).

PART TWO: REEVALUATION OF RESOURCES PROCEDURES

I. Definition of Reevaluation Procedures

- A. Recognizing that opinions about resources may differ, District 181 adopts the following procedures for the review of resources about which concerns have been raised.
- B. Any resident, employee, student, parent or guardian of a child in District 181 may express concerns about the appropriateness of resources in the ISD181 educational program.

- C. An expression of concern is defined as a verbal or written statement of opposition to a resource, requesting that it be excluded, included or restricted.
- D. All residents and employees of District 181 shall adhere to the *Reevaluation of Resources Procedures*.

II. **Procedures** – (see the *Reconsideration Activities Flowchart* for visual representation)

- A. The school official or staff member initially receiving the expression of concern at the site shall:
 - 1. listen to the concern and discuss possible solutions
 - 2. direct the concern to the building principal or designee, if unresolved
- B. Within three regular school days of receiving the concern, the principal or designee shall contact, inform and provide the complainant with the Reevaluation of Resources policy and procedures and arrange a meeting.
- C. At this meeting the principal and/or designee shall explain:
 - 1. The Reevaluation of Resources policy and procedures
 - 2. the selection procedure,
 - 3. the selection criteria,
 - 4. the qualifications of those persons selecting the resource,
 - 5. the intended educational use of the resource,
 - 6. and any additional information regarding its use (professional reviews) (See Part One of this document).
- D. If the concern has not been resolved the *Request for Reevaluation of a Resource* form shall be provided. The complainant completes the form and returns it to the principal or designee. **Failure to submit the form within 30 days shall be regarded as a waiving or withdrawal of the concern** for one calendar year from the date of the meeting with the principal and/or designee.
- E. A *Request for Reevaluation of a Resource* form shall be completed for each resource for which there is a concern.
- F. Upon receipt of the completed and signed *Request for Reevaluation of a Resource* form/s, the principal or designee shall, within five school days, submit the request to the Director of Teaching and Learning. The Director of Teaching and Learning will organize and schedule the committee meetings.
- G. The superintendent and the professional educator(s) involved shall be informed promptly of the completed *Request for Reevaluation of a Resource* form/s by the Director of Teaching and Learning. Affected school personnel (media specialist, teacher) shall be kept informed throughout the process.
- H. Use of the questioned resource shall not be restricted during the reevaluation process. However, the parent(s) retain the right to request that alternative

resources and/or activities be identified for their child(ren) while the reevaluation process is taking place.

- I. The Committee for Reevaluation of Resources (see Section III. *Committee for Reevaluation of Resources*) shall, within thirty days:
 1. Be notified of the objection,
 2. Read, view, examine or listen to the questioned resource, and
 3. Follow all procedures outlined in Section IV. *Reevaluation Committee Responsibilities*.

III. **Committee for Reevaluation of Resources**

A. **Description**

1. The Director of Teaching and Learning shall form an ad hoc committee consisting of one District 181 School Board member, the Director of Teaching and Learning, District Advisory Committee member, a student and no fewer than five additional people from the following groups:
 - a. School media specialists
 - b. Teachers from the levels (1 Elementary, 1 Middle, 1 Senior High)
 - c. Administrators
 - d. Content Specialist
 - e. Expert in the field
2. Notify the committee members of a completed *Request for Reevaluation of a Resource* form. Set a meeting date to be held within ten (10) regular school days of receiving the completed form.
3. The ad hoc committee will review this policy and make recommendations for change as needed.

B. **Guidelines**

1. A minimum of two meetings of the committee as a whole will be held during the reconsideration process.
2. Seven members of the committee shall constitute a quorum. A quorum is required at all meetings where a decision is to be made regarding a questioned resource.
3. All committee members are voting members.
4. All committee meetings are open to the public.
5. The Director of Teaching and Learning shall:

- a. notify the committee members of a completed *Request for Reevaluation of a Resource* form. Establish a meeting date to be held within ten (10) regular school days of receiving the completed form.
 - b. Provide a copy of the questioned resource for each committee member to review.
 - c. Provide reviews of the questioned resource (if possible) recommended professional review sources: School Library Journal, Booklist, and reputable Internet sources, etc.
6. At the first meeting, the Director of Teaching and Learning shall (Guidelines are found in *Section IV. Reevaluation Committee Responsibilities*):
- a. Director of Teaching and Learning provides a brief, oral summary of the complaint, review the parameters, and appoint a Chairperson. (copies of the completed *Request for Reevaluation of a Resource* will be provided at the second meeting, to support the intent of reviewing the work as a whole without bias.)
 - b. Review the *Parameters for Reevaluation of Resources Committee Meetings* (Section D) and *Reevaluation Committee Responsibilities* (Section IV)
 - c. Schedule a meeting for no ~~sooner~~ later than 4 weeks to allow committee members time to examine the questioned resource in its entirety
 - d. Establish time limits for oral testimony.
 - e. Elect a chair and recording secretary.
7. Before the next meeting, the chair shall:
- a. Invite the complainant who had completed the *Request for Reevaluation of a Resources* form, professional educator(s) and administrator(s) involved to the next meeting
 - b. Invite appropriate persons representing the various views of the issue to provide testimony at the next meeting. If the *Request for Reevaluation of a Resource* form is brought by a group, the group will submit to the Director of Teaching and Learning or chair a written list of its representative/s who will testify at the meeting.
8. At the second meeting, the committee shall:
- a. Review the *Reevaluation Committee Responsibilities*
 - 1. Hear testimony

2. Examine the questioned resource in its entirety. All members should read/view challenged item.
3. Weigh the values and form opinions on the resource as a whole rather than on passages or sections taken out of context.
4. Adhere to the principles of the freedom to learn and to read, and base decisions on these principles rather than on the defense of various points of view on individual resources.
5. Determine professional acceptance of the resource by reading professional reviews.
6. Discuss the resource on the context, academic standards and level of the educational program.
7. Make a decision by public vote.
8. Prepare a written report using the *Report of the Reevaluation Committee* form.

b. Review the Resource Selection Guidelines

1. Support and be consistent with the general goals of District 181 and the goals and objectives of individual schools and specific courses.
2. Be selected to support and enrich the individual school curriculum and to meet the personal needs of the students.
3. be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of students for whom the materials are selected.
4. Provide a background of information which will motivate students to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.
5. Provide information on differing sides of issues so that users may develop the practice of critical analysis.
6. Be selected for the atypical students as well as the average student.
7. Be selected for their strengths rather than rejected for their weaknesses, and shall be judged as a whole.
8. Support the academic standard for age, grade and content area.

c. Parameters for Reevaluation of Resources

1. All testimony must be about the specific questioned resource.
2. Decide the order of those testifying.
3. Emphasize that this is not a debate, and any attempt to debate will be ruled out of order.
4. Time limits for speakers will be followed.
5. Once the committee begins discussion, the audience may participate only at the request of the committee members.

- d. The recording secretary shall:
 1. record attendance.
 2. take notes and complete the *Report of the Reevaluation Committee* form.
 3. obtain signatures of the committee members on the report form.
 4. Be responsible for filing all required reports within five regular school days.
 5. Send copies of the completed report to the person/s who had completed the *Request for Reevaluation of a Resource* form, professional educator/s and administrator/s involved.

C. Resolution

1. The written report, signed by all members of the committee who attended the meeting and accompanied by all items used during the proceedings, shall be filed with the superintendent. This shall be the official record of the case. If a minority report is made, it shall be included with the official report.
2. In the case of a tie vote, the resource shall be retained.
3. The decision shall be binding for the individual school/s or as specified in the report by the committee.
4. The decision shall be communicated to all appropriate employees.
5. A decision to limit or withdraw a resource shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved, nor shall any professional be censured or have their employment affected by decisions reached by this committee.
6. The committee's decision may be appealed by the complainant to the ISD 181 Board of Education.
7. An appeal is defined as a review of the committee's decision by the ISD 181 Board of Education. This review will be made only when an appeal is filed.
8. To appeal the committee's decision, the appellant must secure a place on the School Board meeting agenda by contacting the Superintendent of Schools.
9. Further appeal may be pursued through the courts, only as applicable under Federal or State Law.
10. A compilation of all committee official records shall be maintained by the superintendent.

Adopted: 8-19-80

Revised 10/12/2010, 1/10/2011

NOTE: 4-2014 Revisionists- please see new format for Reevaluation Report just above the current form which is struck-through below. (3 forms down)

FORMS

Parental Permission for Video Viewing

Brainerd School District #181

Teacher's Name: _____ Date Sent Home: _____

Class or Subject: _____ Expected Video View Dating: _____

The video is rated _____ because of (circle): *sex language nudity violence*

Approximate length of movie or video clip(s) to be shown:

Title of Video:

The subject matter of this (circle) video/clip/documentary is:

If a clip is being used, it (circle) **does/does not** include the above rated content.

The course objective/content standards to be addressed by this video are:

Alternative assignment:

This video or clip has been previewed by the teacher and approved by the principal for instructional use. Principal signature:

Please complete and return this form by:

I DO DO NOT give my child permission to view the above video. I understand that if my child is not given permission to view the video, he/she will be assigned an appropriate alternative activity.

Parent/Guardian Signature

Date

STATEMENT OF CONCERN ABOUT EDUCATIONAL RESOURCES

Dear _____ :

Thank you for your letter (call) on _____, in which you questioned the usage/activity of _____ in our schools. We appreciate your concern and wish to assure you that we will give the matter serious consideration.

I am sure you understand the complexity of providing resources/activities suitable to the maturity, needs, interests, and abilities of all students in all grade levels. It is a continuous task of re-evaluation, and an important responsibility that often requires direction and guidance from the parents of our students.

In order that we may fully understand your position on the resources in question, we ask you to fill out and return the enclosed form. I assure you will give it immediate consideration and contact you in the very near future.

Sincerely,

Administrator

Date

REQUEST FOR REEVALUATION OF A RESOURCE

Received by

Date received

Please return this form to the building principal.

Completion of this form is at the request of the ISD 181 Board of Education.

Initiated by

Date

Address

Phone

Resource questioned:

Resource Title

Resource Author/Creator

Publisher/Producer

Copyright Date

Resource Type (book, video, DVD, etc.)

Resource Application

Resource Location Used :

BHS-North

BHS-South

FMS

Elementary (specify school)

Please respond to the following questions. *Use other side if needed.*

1. What brought this resource to your attention?
2. Have you read the material in question in its entirety? Yes No
3. Please comment on the resource as a whole, as well as being specific about those matters which concern you.
4. For what age group do you recommend this resource?
5. Do you wish to make comments at the committee meeting?

Date

Signature

REPORT OF REEVALUATION COMMITTEE

Date:

Resource Title:

Resource Author:

Resource Type:

This decision was made on the ____ day of _____, 20__.

FINDINGS of FACT:

The Resource:

	N/A	No	Yes
supports and is consistent with the general educational goals of District ISD181 and the goals and objectives of the individual school and specific course.			
was selected to support and enrich the individual school curriculum and to meet the personal needs of the students.			
is appropriate for the subject area and the age, emotional development, ability level, learning styles and social development of students for whom the material was selected.			
provides a background of information which will motivate students to motivate their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.			
provides information on differing sides of the issues so that users may develop the practice of critical analysis.			
was selected for the atypical student as well as the average student.			
was selected for it strengths rather than rejected for its weaknesses, and shall be judged as a whole.			
supports the academic standards for age, grade and content.			

OTHER RELEVANT FINDINGS:

DECISION REACHED:

Add to- DECISION REACHED: Based on the above findings of the Committee, the Resource is _____ retained ___ not retained for use per current practice / policy _____ retained, but further use is subject to the following restrictions/limitations: _____.

The following committee members are in agreement with the above decision:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following committee members are not in agreement with the above decision.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____