

**PROCEDURES FOR SELECTION AND REVIEW  
OF INSTRUCTIONAL MATERIALS**

1. Selection of Instructional Materials

All instructional materials print and non-print, as well as those in an electronic format, shall be selected based on the following criteria:

- a. Materials shall support and be consistent with the District's mission, beliefs, and educational goals of specific courses. Materials and text should align with Board approved standards, where applicable. Materials shall not be excluded because of age, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, citizenship status, political affiliation, genetic information or physical, mental, emotional, or learning disability in views of the author or publisher.
- b. Materials shall meet high standards of quality in factual content and presentation and shall have aesthetic, literary or social value.
- c. Materials shall 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.
- d. Materials shall be chosen to reflect the cultural diversity and pluralistic nature of American society, providing up-to-date and accurate information presented from multiple perspectives and viewpoints, without bias and stereotyping.
- e. The selection of materials on controversial issues will be directed toward maintaining a diverse collection representing various viewpoints. Every effort will be made to provide a balanced view concerning problems and issues of the times: national, state, and local.
- f. Materials shall be selected on the basis of careful evaluation and examination of standard catalogs, review publications, annual lists, and award recognized educational organizations.
- g. Gifted materials shall be evaluated in the same manner as purchased materials

2. Informal-Request for Reconsideration of Instructional and School Library Resources

The school receiving a request for reconsideration regarding an instructional or library resource shall try to resolve the issue informally. It is only when attempts at informal resolution fail that more formal procedures shall be used. In order to request a reconsideration of instructional and school library resources the individual making the request must be a resident of the Parkview School District and must have read the materials that he/she is requesting reconsideration. If requested, the District will provide the resident with a copy of the materials. In the event that the loaned materials are not returned in the same condition that they were loaned to the resident, the resident will be responsible for repairing or replacing the materials.

- a. The person who receives the request will consult with the librarian and/or building administrator as a part of their response. The building administrator will recommend the most qualified available staff member at the school to respond to the request, and the Parkview School District staff member will make every effort to schedule a conversation within five (5) school days of the reconsideration request.

- b. The staff member shall explain to the citizen the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
  - c. The staff member shall explain where the questioned resource fits in the curriculum/library program, its intended educational usefulness, the criteria used for selection, and additional information regarding its purpose. If the citizen still has concerns regarding the resource, they can request in writing to the staff member and building principal that their child not use the resource; the staff member and principal will work to find a suitable substitute.
  - d. If the citizen still has concerns regarding resources that are used by the District that are not resolved informally and wishes to file a formal request for reconsideration, the following paperwork will be provided to the citizen by the principal for each resource being challenged:
    - 1. **Instructional Resource:** A copy of the District's Mission Statement, and a Citizen's Request Form for Re-Evaluation of Specific Instructional Materials (Policy #361.1 Exhibit).
    - 2. **School Library Resource:** A copy of the District's Mission Statement, Library Bill of Rights, and a Citizen's Request Form for Re-Evaluation of Specific Instructional Materials (Policy #361.1 Exhibit).
3. Formal Request for Reconsideration of Instructional and School Library Resources Materials
- a. The citizen should submit the completed Citizen's Request Form for Re-Evaluation of Specific Instructional Materials (Policy #361.1 Exhibit) within two (2) weeks of the date listed on the Reconsideration Form to the building administrator. A formal request becomes public record.
  - b. If the citizen would like to request reconsideration of multiple materials, a separate Request form should be submitted for each resource. The Reconsideration Committee will only consider one challenged resource at a time during the academic school year (September - June). Challenged reviews will be considered in the order in which they are received.
  - c. Within fifteen (15) school days of receiving the formal request, the District will assign a facilitator and will establish a Reconsideration of Learning Materials Ad Hoc Committee of a minimum of five (5) and a maximum number of seven (7) members to consider the request. The Ad Hoc Committee will be comprised of the following people:
    - 1. Director of Curriculum and Technology
    - 2. Building administrator from the school where challenged material originate
    - 3. Two (2) certified randomly selected staff members from the building where challenged material originated (preferably not the teacher who selected the material)
    - 4. Up to three (3) randomly selected parents/guardians of a student who attends the building where the challenged materials originated
    - 5. Librarian

The citizen who filed the request does not serve on the Ad Hoc Committee, and if the citizen is one of the named roles listed, an alternative member will serve on the Committee.

- 4. The facilitator will provide each committee member with the following materials at a brief procedures meeting at the beginning of the process. Each committee member should read each of these materials in their entirety prior to a Committee meeting.
  - a. A copy of the Citizen's Request Form for Re-Evaluation of Specific Instructional Materials (Policy #361.1 Exhibit).
  - b. Written response by the staff member who selected the resource describing their selection process and rationale, educational purpose, and use of the material being considered.

- c. A complete copy of the resource being considered. All committee members should have the same edition/version of the resource being considered.
  - d. Professional reviews of the material being considered if applicable and available.
5. The facilitator will schedule a meeting of the Reconsideration Ad Hoc Committee and inform the citizen who filed the request. The committee meeting is a private meeting.
6. This committee shall meet to discuss the reconsideration request and a decision will be made by a majority vote of the committee members present. The committee meeting agenda will include:
  - a. Confirm that all committee members have reviewed all materials in full prior to the committee meeting. If any members have not reviewed the materials in full, they will not be able to cast a vote at the committee meeting.
  - b. Review Selection Guidelines & Reconsideration Procedures and ask clarifying questions.
  - c. Review the educational purpose and use of the material being considered and to ask clarifying questions.
  - d. Review the Citizen's Request Form for Re-Evaluation of Specific Instructional Materials (Policy #361.1 Exhibit), and to hear a summary of any public comments that were provided to the facilitator prior to the committee meeting.
  - e. Discuss the request and compare it to the documents guiding the selection criteria/process. The committee's recommendation should be an objective evaluation of the material within the scope of the library's collection policy and/or its intended educational use.
  - f. Vote to determine a recommendation. The committee's decision will be a majority vote of the committee members present.
  - g. Prepare a statement of recommendation along with rationale supporting this recommendation. If the vote is not unanimous, both a majority and minority opinion will be prepared.
7. The recommendation will be signed by the facilitator. While it may be necessary to refer to members of the committee by their role (teacher, librarian, parent/guardian), the identity of each committee member will remain anonymous to protect the objectivity of the deliberation. The facilitator will make every reasonable effort to prepare the report within forty-five (45) school days of the committee being convened and share a copy with the citizen who filed the report.
8. The citizen may submit an appeal of the committee's decision in writing to the District Administrator within thirty (30) school days of receiving the report. The written appeal and all written material relating to it shall be referred to the District Administrator for consideration.
9. The District Administrator shall review the matter and advise the citizen, in writing, of a decision as soon as practical. The District Administrator shall determine on a case-by-case basis whether a review will include appearances by the citizen and administration, be conducted based on written submissions.
10. Once a decision has been made about a specific resource the District will not convene a Reconsideration of Learning Materials Ad Hoc Committee to discuss that same material for three (3) full years.

If the person requesting the re-evaluation is not satisfied, the request may be re-submitted to the Board for final decisions

Challenged materials will remain in use until the final decision is made.

#### Criteria for Withdrawal of Instructional and Library Resources

1. The staff in consultation with administration shall withdraw instructional materials based on the following criteria:
  - a. Resources with poor, brittle or yellow paper; very fine print; missing pages; soiled, wet, or moldy pages; badly torn pages; or covers or spines damaged.
  - b. Material is not aligned with the District approved standards (out of date, no longer used, etc.)
  - c. Information is better handled in another format
  - d. Material is deemed unsuitable after re-evaluation
2. The administrator shall determine the proper disposal of all withdrawn materials.
3. Instructional materials received as gifts will be withdrawn on the same basis as outlined above.

#### Guidelines for Accepting Monetary or Other Gifts to the Schools

Gifts given to the library program follow the same administrative rules as gifts to the District and must meet the selection policy requirements. See Policy #840 Public Gifts to the Schools.

**Legal Ref:** Wisconsin Statute - 118.03  
Wisconsin Statute - 120.13(5)  
Wisconsin Statute - 121.02(1)(h)

**Cross Ref:** 330 - Curriculum Development  
361 - Selection and Approval of Instructional Materials

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