

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

A. 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:

1. 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, or physical, mental, emotional, or learning disability in views of the author or publisher.
2. Materials shall meet high standards of quality in factual content and presentation and shall have aesthetic, literary or social value.
3. 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.
4. 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.
5. 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.
6. Materials shall be selected on the basis of careful evaluation and examination of standard catalogs, review publications, annual lists, and award recognized educational organizations.
7. Gift materials shall be evaluated in the same manner as purchased materials.

B. Request for Reconsideration of Instructional Materials

1. The school official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally by explaining the District's selection procedure, criteria, and the qualifications of those persons selecting the material. If such information is not known to the person receiving a complaint, he/she may refer the complainant to someone who can identify and explain the use of the material.
2. The school official or staff member shall advise the principal of the school where the challenged material is being used, within 24 hours of the initial contact. A written record of the contact shall be maintained by the principal where the materials are in use.
3. In the event that the person making an objection to the material is not satisfied with the initial explanation, the principal where the materials are in use and the appropriate certified staff person shall meet with the complainant to discuss the objection. If the complaint cannot be resolved at the school level, the complainant may file a "Citizen Request Form for Re-Evaluation of Instructional Materials" form with the District Administrator.

Each school and the District Office will keep on hand and make available material reconsideration request forms. All formal objections to instructional materials must be made on this form.

4. Within 5 school days of the filing of the re-evaluation form to the District Administrator the District Administrator or their designee will assemble a review committee consisting of at least the following people: building administrator (where the materials are being used), director of instruction, building media specialist, a member from the committee that assisted with the selection of the materials, and a grade level/department representative using the materials.
5. The review committee will present the District Administrator with a final copy of the Instructional Materials Re-evaluation Form indicating the findings from the review of materials within 10 school days. The District Administrator or their designee will provide a copy of the findings to the person who submitted the request for re-evaluation within 5 days of receiving the findings from the review committee.
6. If the person requesting the re-evaluation is not satisfied, the request may be re-submitted to the Board for final decisions
7. Challenged materials will remain in use until the final decision is made.

C. Criteria for Withdrawal of Materials

1. The staff in consultation with administration shall withdraw instructional materials based on the following criteria:
  - a. Material is not aligned with the District approved standards (out of date, no longer used, etc.)
  - b. Material is physically worn
  - 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.

D. Criteria for Accepting Gifts

1. Gift materials shall be subject to the instructional materials selection policies and procedures. These materials may be dispersed for use in the district or withdrawn in accordance with established procedures.

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

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

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