

SELECTION, WEEDING AND RECONSIDERATION OF EDUCATIONAL MATERIALS

I. STATEMENT OF POLICY

The policy of the School Board of the School District of Bonduel is to provide a wide range of educational materials at varying levels of difficulty, with diversity of appeal and the presentation of different points of view to meet the needs of students and staff.

II. OBJECTIVES OF SELECTION

- A. For purposes of this policy, the term "educational materials" will refer to any person(s) or any material with instructional content or function that is used for formal or informal teaching/learning purposes. Educational materials include, but are not limited to: basic textbooks, supplemental materials, library books, pamphlets, magazines, study prints, pictures, videos, maps, overhead transparencies, audio books, subscription databases, and electronic resources.
- B. The primary objective of educational materials is to support, enrich, and help implement the educational program of the school district. It is the duty of professional staff to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal, and the presentation of different points of view.
- C. To this end, the Board of the School District of Bonduel affirms that it is the responsibility of its professional staff;
1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served;
 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;
 3. To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop under guidance the practice of critical analysis and to make informed judgments in their daily lives;
 4. To provide materials representative of the many religious, ethnic, and cultural groups that contribute to our national heritage and the world community;
 5. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

III. RESPONSIBILITY FOR SELECTION:

- A. Ultimate responsibility for selection of materials legally rests with the Board of Education of the School District of Bonduel. The selection process may involve the input of many people including administrators, teachers, library media specialists, support staff, parents, and students, as well as the use of approved lists, information from workshops, and various selection aids.
- B. While selection of educational materials involves many people (administrators, teachers, library media specialists, students, community persons) the responsibility for coordinating the selection of educational material and making the recommendation for purchase rests with the principal and professional personnel.

IV. CRITERIA FOR SELECTION OF EDUCATIONAL MATERIALS

- A. The following criteria will be used as they apply:
 1. Educational materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses.
 2. Educational materials shall be chosen to enrich and support the curriculum and the personal needs of users.
 3. Educational materials shall meet high standards of quality in:
 - Artistic quality and/or literary style
 - Authenticity
 - Educational significance
 - Factual content
 - Physical format
 - Presentation
 - Readability
 - Technical quality
 4. Educational material shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
 5. Educational material shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.
 6. Educational material shall provide information on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis. The selection of educational material on controversial issues will be directed toward maintaining a balanced collection representing various views.

V. PROCEDURES FOR SELECTION OF EDUCATIONAL RESOURCE

- A In selecting educational resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources.
- B Recommendations for purchase involve administrators, teachers, students, district personnel and community persons, as appropriate.
- C Materials that are donated to the district become the property of the district with no stipulations attached and will be held to the same criteria as purchased materials and used, shelved, or weeded based on the selection policy.
- D Selection is an ongoing process that should include the removal (weeding) of materials no longer appropriate and the replacement of lost and worn materials still of educational value. Reasons for discarding include:
 - 1. Condition of material (missing, soiled, or badly torn pages, aged paper, too fine a print, poor sound or visual quality, etc.)
 - 2. Items have had very little use or circulation in the past five years.
 - 3. Items are inaccurate, out of date, or are no longer relevant to the curriculum.

Materials that are removed will be disposed of the District Library Media Specialist based on the reason(s) listed in D above.

PART 2: PROCEDURES FOR DEALING WITH CHALLENGED MATERIALS

I. STATEMENT OF POLICY

Parents, guardians, or custodians of District students; residents of the District, or employees of the District may request removal or restricted use of educational materials. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

A formal, written request for reconsideration must be made before any action is taken. The use of material being reconsidered shall not be restricted until final disposition of the objection or complaint has been reached. Individual students may be excused from using challenged materials by written request of their parents or guardians.

II. REQUEST FOR RECONSIDERATION

1. Any School board member or District employee receiving a complaint or concern about educational material shall refer complainant to appropriate building principal.
2. Principal will arrange a meeting with complainant and professional staff involved to discuss the concern and explain selection reasons
3. If complainant is not satisfied with the explanation, he/she should complete a Request for Reconsideration form provided by the principal
4. Upon receipt of completed form, principal will convene Reconsideration Committee.

The Reconsideration Committee shall include membership from the following categories and will be appointed by September 1 of each school year: administration (selected by the district administrator), 3 teachers representing grades K-5, 6-8, and 9-12 (selected by the building principals), District LMC Specialist, parent or community member (selected by the Pupil Services director), and the middle and high school Student Council Vice Presidents.

5. The first meeting of the committee shall be within 10 working days of the date the formal complaint is received. The committee will use the stated selection criteria in its review of the material. Both complainant and professional staff involved have the right to provide the committee with reasons and supporting material. Following the review, the committee will submit its recommendation to the superintendent who will respond in writing to complainant, notifying complainant of the decision of the committee. Copies of the decision will be sent to principal and professional staff involved.
6. If complainant or professional staff is not satisfied with decision of the committee, he/she may appeal to the Board of Education.

A decision to sustain a challenge shall not imply any misconduct on the part of the person involved in the original selection or use of the material.

Cross Reference: IIACA-Fines, Loss or Damage to Materials
IIBC- Library Media Services
IIBDB-Interlibrary Loan Media Center

Policy Adopted: 3-19-1990
Policy Revised: 12-19-2005

SCHOOL DISTRICT OF BONDUEL

400 West Green Bay Street • P.O. Box 310

Bonduel, Wisconsin 54107-0310

<http://www.bonduel.k12.wi.us>

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Request initiated by _____ Date _____

Address _____ Phone _____

Do you represent?

Yourself _____

An Organization (name) _____

Type of material (e.g. book or film) _____

Title _____

Author _____

Publisher or Producer (if known) _____

1. What brought this title to your attention? _____

2. Have you read, viewed, or listened to the material in its entirety? _____

3. To what in the material do you object? (Please be specific)

4. Why do you object to this material?

5. What do you believe is the theme or purpose of this material?

6. What do you feel might be the result of a student using this material?

7. Do you feel this material would be more appropriate for a different age group?

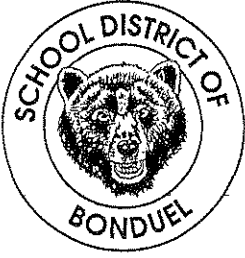
If yes, what age group? _____

8. If you have read any judgments of this material, please cite the article/author/
book/magazine etc. and give a summary statement of the judgment.

9. What would you like the District to do about this work?

10. Are you aware of any material of equal or higher quality that could be substituted for the material? _____ If yes, please identify:

Signature _____



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SCHOOL DISTRICT OF BONDUEL REQUEST FOR LIMITING ACCESS TO MATERIALS

DISTRICT
OFFICE
715-758-4860
FAX 715-758-4869

HIGH SCHOOL
OFFICE
715-758-4850
FAX 715-758-4859

MIDDLE SCHOOL
OFFICE
715-758-4840
FAX 715-758-4849

BONDUEL
ELEMENTARY
OFFICE
715-758-4810
FAX 715-758-4819

CECIL
ELEMENTARY
OFFICE
715-745-4820
FAX 715-745-4827

NAVARINO
ELEMENTARY
OFFICE
715-758-4830
FAX 715-758-4839

PUPIL SERVICES
OFFICE
715-758-4450
FAX 715-758-4459

Child's Name _____ Date _____

Parent/Guardian _____ Phone _____

Address _____

I request that my child _____ not be
permitted to check out

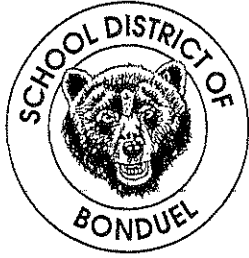
From the Library Media Center in _____
School.

OR

I request that my child
_____ not be required to
read/use _____ that
has been assigned in _____
class. I understand that an alternate assignment will be given.

Signature of Parent /Guardian

PLEASE RETURN TO PRINCIPAL



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SAMPLE LETTER TO COMPLAINANT

DISTRICT
OFFICE
715-758-4860
FAX 715-758-4869

HIGH SCHOOL
OFFICE
715-758-4850
FAX 715-758-4859

MIDDLE SCHOOL
OFFICE
715-758-4840
FAX 715-758-4849

BONDUEL
ELEMENTARY
OFFICE
715-758-4810
FAX 715-758-4819

CECIL
ELEMENTARY
OFFICE
715-745-4820
FAX 715-745-4827

NAVARINO
ELEMENTARY
OFFICE
715-758-4830
FAX 715-758-4839

PUPIL SERVICES
OFFICE
715-758-4450
FAX 715-758-4459

Date _____

Dear _____,

We appreciate your concern over the use of

_____ in the School District of
Bonduel. The District has developed specific procedures for selecting
materials, but realizes that not everyone will agree with every selection
made.

To help you understand the selection process, we are including copies of
the District's Materials Selection Policy, Procedure for Handling
Objections and Request for Reconsideration of Instructional Material
form.

If you are still concerned after you review this material, please complete
the Request for Reconsideration of Instructional Material form and return
it to me. You may be assured of prompt attention to your request. If I have
not heard from you within two weeks, we will assume you no longer wish
to file a formal complaint.

Sincerely,

Principal