

## INSTRUCTION

### Series 300

Policy Title . . . INSTRUCTIONAL MATERIALS SELECTION Code No. 361.1

It shall be the policy of the School Board to maintain appropriate instructional materials. Committees shall be appointed by principals, the superintendent, and/or his/her designee to assess the need for up-to-date instructional materials.

Quality instructional materials and texts which reflect the cultural diversity and pluralistic nature of American society will be selected for use in our schools.

Recommendations of the committees shall be presented to the Superintendent of Schools for approval prior to presentation to the School Board for adoption.

Parents shall have access to all instructional materials in a reasonable manner as established by the building principal/designee.

The school district shall not discriminate in the selection and evaluation of instructional and library materials on the basis race, color, religion, creed, age, sex, national origin or ancestry, marital status, parental status, veteran status, physical or mental disability, sexual orientation, arrest or conviction record, membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States, use or non-use of lawful products off the employer's premises during non-working hours, or any other protected status as required by law.

Discrimination complaints shall be processed in accordance with established procedures.

Date of Adoption:  
June 14, 1976  
Amended:  
February 12, 1991  
July 8, 1996  
January 10, 2005  
Reviewed:  
January 14, 2008

Legal Reference: Code of WI  
Section 118.03, 118.13  
Title X, Part F, Section 445  
Cross Reference:  
Nondiscrimination Policy 112

# INSTRUCTION

Series 300

## ADMINISTRATION PROCEDURE

### INSTRUCTIONAL MATERIALS SELECTION

Code No. R-361.1

It shall be the policy of the district to review all requests to reconsider educational materials as outlined below. The process has been developed to balance the need for a timely response to a concern with allowing time for a thoughtful response.

1. Any resident or employee of the school district may formally request reconsideration of materials used in the district's educational programs on the basis of appropriateness. Materials under review will remain in use pending the outcome of this process.
2. Each school site and the school district office will keep on hand and make available Request for Reconsideration of Materials Form. All requests for reconsideration must be made on this form.
3. Before filing a formal request for reconsideration at the district level, the building principal will meet with the parties involved for the purpose of resolving the issue within 5 business days.
4. Copies of all *Requests for Reconsideration of Materials* form shall be immediately filed with the Assistant Superintendent, by the building principal with notation of resolution or need to continue the process.
5. The Assistant Superintendent for Curriculum and Instruction will refer the material for reconsideration to the Selection Review Committee if no resolution has been arrived at the site level within 5 business days of its receipt. Membership of this committee shall be: Assistant Superintendent, Director of Curriculum and Instruction, one (1) librarian, two (2) teachers (one elementary and one middle/high school), one (1) representative from the Assessing Curricular Excellence Steering Committee and three (3) citizens appointed by the School Board. The committee will have 30 days to review the material, consider the instructional/educational rationale for its use, and meet to make a determination on the material. That determination will be communicated in writing to the party requesting the review.

The Assistant Superintendent, Director of Curriculum and Instruction shall serve as chair of the Selection Review Committee. Citizen members will be appointed as needed.

6. If the party wishes to appeal this decision, he/she may do so to the Superintendent in writing within 15 business days of receipt of that decision. The Superintendent will have 15 days to draft a response to the appeal.

7. If the party wishes to appeal the Superintendent's decision they may do so to the Curriculum Committee of the School Board. They will have 15 business days from the receipt of the Superintendent's decision to submit a written appeal. The Curriculum Committee of the Board will have 30 days to consider the appeal and draft a response.
8. If the party wishes to appeal the Curriculum Committee's decision they may do so to the full School Board. They will have 15 business days from the receipt of the decision of the Curriculum Committee to submit a written appeal. The School Board will have 15 days to consider the appeal and draft a response.
9. The decision of the School Board shall be final.

Date of Adoption:  
July 12, 1982  
Amended:  
April 9, 1990  
Amended:  
May, 1996  
Reviewed:  
January 14, 2008

Legal Reference: Code of WI  
Section 118.03

Burlington Area School District  
Request for Reconsideration of Material

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Burlington High School, Karcher Middle School, Dyer Intermediate School,  
Cooper School, Lyons Center School, Waller School, Winkler School,  
(Circle school where item is used.)

Type of material \_\_\_\_\_ for example video, textbook, library book, etc.)

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher/producer \_\_\_\_\_

Copyright \_\_\_\_\_

1. How did you come into contact with this material? \_\_\_\_\_

2. How is this material being used? \_\_\_\_\_

3. What is your objection? \_\_\_\_\_

\_\_\_\_\_

4. Have you read/viewed/listened to the material in its entirety? \_\_\_\_\_

\_\_\_\_\_

5. What purpose/value do you feel this material might serve? \_\_\_\_\_

\_\_\_\_\_

6. What impact do you think this material might have on the intended audience?

\_\_\_\_\_

7. What action would you like to see taken?

\_\_\_\_\_ Do not allow/require my child to use this material.

\_\_\_\_\_ Refer this material to the Selection Review Committee for review.

\_\_\_\_\_ Other (*please specify*) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Filed with Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Filed with Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_