

## ADMINISTRATIVE PROCEDURES

### SELECTION AND USE OF INSTRUCTIONAL RESOURCES

3200-P

In selecting supplementary instructional resources regardless of funding source, instructional personnel, assisted by the Media and Technology Advisory Committee, should:

1. Use reputable, unbiased selection tools prepared by professional educators and arrange, when possible, for firsthand examination of resources to be purchased

- Include district evaluation checklist with requisition indicating:
  - Identified Standard Course of Study objectives addressed by materials
  - Purpose of purchase
  - Recommendation by: person, bibliography, review sources such as:
    - School Library Journal
    - Booklist
    - EvaluTech
    - Professional journals in various curriculum areas, e.g.
      - National Council of Teachers of Mathematics
      - National Science Teachers Association
    - Book Links
    - Bulletin of the Center for Children's Books
    - Library Journal
    - Titlewave See Media Coordinator to create account
    - Horn Book Guide
  - Use of reputable, unbiased publishers
  - Check media center's online catalog and other collections to avoid unnecessary duplication
  - Compatible with district strategic plan
  - Signature of Principal or Curriculum Director

2. Consult with Media Coordinator to:

- Ensure quality selections that are accessible to students of varied abilities
- Provide age-appropriate materials that reflect diverse populations
- Ensure donated items comply with above criteria

3. Continuously evaluate and purchase replacements for worn, outdated, damaged, or missing resources

## PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Occasional objections to some resources may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting the resources. If a complaint is made the following procedures should be observed:

1. Inform the complainant of the selection procedures and request that the complainant file his/her objections in writing by completing the Request for the Reconsideration of Instructional Resources form to be submitted to the building-level Media and Technology Advisory Committee.
2. The school Media and Technology Advisory Committee will:
  - Examine the item and the objection(s);
  - Survey reviews of the item in professional reviewing sources;
  - Determine the extent to which the item supports the curriculum;
  - Weigh the merits against the alleged weaknesses, considering the whole item instead of isolated passages;
  - Discuss the item, decide on recommendations, and prepare a written report of the findings and recommendations of the committee; and
  - Send copies of the report to the principal, the curriculum and technology administrators. The administrators should discuss the report with the curriculum and technology administrators.
  - The principal will notify the complainant of the decision.
3. If the complainant is not satisfied, he/she may file a *Citizen's Request for Review of Building-Level Recommendation* with **the District Media Advisory Committee**. Following the steps outlined above, the community-level committee will re-examine all documentation from the original reconsideration decision. They will prepare a written report of their findings and recommendation and report directly to the superintendent.
4. All unresolved complaints shall be handled in accordance with ACS Board Policy 1740.
5. In accordance with GS 115C-98 (bl), "The local board, at all times, has sole authority and discretion to determine whether a challenge has merit and whether challenged material should be retained or removed."

Challenge Form  
**REQUEST FOR RECONSIDERATION  
OF INSTRUCTIONAL RESOURCES**

NAME OF PERSON MAKING REQUEST:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

Complainant represents: \_\_\_\_\_ himself/herself or \_\_\_\_\_ organization

If organization, what is the name of the organization: \_\_\_\_\_

Are you a parent or guardian of a student in this school? \_\_\_\_\_ Child's grade level: \_\_\_\_\_

Name of school owning the item to be reconsidered: \_\_\_\_\_

TITLE OF ITEM: \_\_\_\_\_ FORMAT: \_\_\_\_\_

*(Please complete separate form for each individual title to be reconsidered) (book, video, etc.)*

AUTHOR/ARTIST/COMPOSER, ETC.:

\_\_\_\_\_

PUBLISHER/PRODUCER: \_\_\_\_\_ COPYRIGHT DATE: \_\_\_\_\_

How did you acquire this item? \_\_\_\_\_

Did you read, view, or listen to the entire item? \_\_\_\_\_

If not, what parts? \_\_\_\_\_

Is this item part of a series or set? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, did you examine other items in the series or set? \_\_\_\_\_

To what in the item do you object? *(Please be specific: cite pages, frames, etc.)*

\_\_\_\_\_  
\_\_\_\_\_

What do you feel might be the result of a student's reading, viewing, or listening to this item?

\_\_\_\_\_

Are you aware of any evaluations of this item by authoritative sources? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, did those sources agree with your opinion? Yes \_\_\_\_\_ No \_\_\_\_\_.

List the sources: \_\_\_\_\_

Do you want other persons in the community to determine the kind of materials your child may or may not use in school? \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF COMPLAINANT DATE

Challenge Form  
**CITIZEN'S REQUEST FOR  
REVIEW OF BUILDING-LEVEL RECOMMENDATION**

NAME OF PERSON MAKING REQUEST:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

Complainant represents: \_\_\_\_\_ himself/herself or \_\_\_\_\_ organization

If organization, what is the name of the organization: \_\_\_\_\_

Are you a parent or guardian of a student in this school system? \_\_\_\_\_ Child's grade level: \_\_\_\_\_

Name of school owning the item to be reconsidered: \_\_\_\_\_

TITLE OF ITEM: \_\_\_\_\_ FORMAT: \_\_\_\_\_

*(Please complete separate form for each individual title to be reconsidered) (book, video, etc.)*

AUTHOR/ARTIST/COMPOSER, ETC.:

\_\_\_\_\_

PUBLISHER/PRODUCER: \_\_\_\_\_ COPYRIGHT DATE: \_\_\_\_\_

Are you aware of the reasons for the building-level decision regarding this resource? Yes \_\_\_\_\_ No \_\_\_\_\_.

What aspects of the decision are you requesting be reviewed? \_\_\_\_\_

\_\_\_\_\_

Do you have additional comments or information about the resource that you did not include on the building  
level Request for Reconsideration form? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, please include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF COMPLAINANT

\_\_\_\_\_  
DATE