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Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Selection of Instructional Materials (Other than Textbooks)	**4.402**	**03/02/20**
		Rescinds: **4.402**	Issued: **04/02/18**

The Board will seek to provide a wide range of instructional materials[1] on all levels of difficulty, with diversity of appeal, and the presentation of different points of view, and will provide procedures for review and reconsideration of allegedly inappropriate instructional materials.

OBJECTIVES OF SELECTION

In order to assure that instructional materials are an integral part of the educational program, the following selection objectives are adopted:

1. To provide materials that will enrich and support the curriculum and personal needs of the students, taking into consideration their varied interests, abilities and learning styles;

2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;

3. To provide a background of information which will enable students to make intelligent judgments in their daily lives;

4. To provide materials on opposing sides of controversial issues so that the students may develop under guidance the practice of critical analysis;

5. To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage;

6. To place principles above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the students.

RESPONSIBILITY FOR MATERIALS SELECTION

The responsibility for selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

Selection of materials involves many people, including staff, students, and members of the community

There is included in the Tennessee BEP an amount of money sufficient to pay two hundred dollars ($200) for every teacher in kindergarten through grade twelve (K-12). This money shall be used by the teachers for instructional supplies and shall be given to each teacher by October 31 of each school year

so that the teacher may spend it at any time during that school year on instructional supplies as determined necessary by the teacher.[2] $200.00 BEP allocations will be distributed by August 1st of each school year, unless otherwise explained by the Director of Schools.

SELECTION CRITERIA AND PROCEDURES

In selecting materials for school media centers the following practices are to be observed:

1. The librarian in each school is responsible for selecting books and materials for her school;

2. Selection shall be a continuing process throughout the school year as new suggestions of staff members and students are evaluated and materials already purchased are reevaluated to determine their current or lasting contributions to the educational program of the school; and

3. Gift materials shall be judged upon the same basis as the library media center's own purchases. Gift materials meeting the selection standards may be accepted with the recommendation of the library media specialist and the approval of the principal.

Legal References

1. TSS/MS 0520-01-03-.07(3)
2. TCA 49-3-359

Cross References

Controversial Materials 4.801

Hickman County Board of Education

4.402

	Descriptor Term:	Descriptor Code:	Issued Date:
	Reconsideration of Instructional Materials and Textbooks	~~4.403~~	**03/02/20**
		Rescinds: **4.403**	Issued: **01/08/18**

The Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States[1] and expressed in the *Library Bill of Rights* of the American Library Association.

Because opinions differ, there may be questions concerning some instructional and library materials despite the quality of the selection process. If a complaint is made, the following procedure is to be followed:

1. Inform the complainant of the selection procedures and make no commitments.

2. Request the complainant to submit a formal "Request for Reconsideration of Instructional Materials".

3. Inform the director of schools (and other appropriate personnel).

4. Keep challenged materials available for use during the reconsideration process.

5. Upon receipt of the completed form, the principal requests review of the challenged materials by an ad hoc materials review committee within fifteen (15) working days, and notifies the appropriate supervisor and director of schools that such review is being done. The review committee is appointed by the principal, and includes certificated library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students.

6. The review committee shall take the following steps after receiving the challenged materials:

   a. Read, view or listen to the material in its entirety;
   b. Check general acceptance of the material by reading recognized and evaluative reviews;
   c. Determine the extent to which the material supports the curriculum;
   d. Complete the appropriate "Checklist for Reconsideration of Instructional Materials", judging the material for its strength and value; and
   e. Present recommendation to principal for further action and to the director of schools for purposes of information.

7. If the complainant desires further action after receiving the recommendation of the committee and the decision of the principal, an appeal may be made to the Board.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)

Cross References

Textbooks 4.401
School and System Websites 4.407
Controversial Materials 4.801