

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

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ADOPTION OF TEXTBOOKS

The Board shall approve all textbooks used as part of the educational program of this District. "Textbook", for purposes of this policy, shall mean the principal source of instructional material for any given course of study, in whatever form the material may be presented, that is available or distributed to every student enrolled in the course.

The criteria established for the method of selection and later Board adoption of textbooks shall not discriminate on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Further, the District Administrator shall review all textbooks to assure they reflect the cultural diversity and pluralistic nature of American Society in compliance with Standard H.

The District Administrator shall develop administrative guidelines for the selection of textbooks that includes effective consultation with professional staff members' at all appropriate levels.

Implementation:

- I. It is the responsibility of the Hortonville Area School District library media centers to make available books and other library materials to patrons.
 - A. Objectives of selection
 1. To implement and enrich curriculum in all areas
 2. To develop the appreciation of good literature
 3. To provide for personal interests and recreational reading of students
 - B. Responsibility of selection
 1. Cooperative continuing process in which administrators, teachers, library media personnel and students should participate
 2. Factors influencing selection shall be the school district philosophy, curriculum, and the reading interests of students using the media centers and the quality and accuracy of available materials
- II. A variety of book and other "material in print" lists shall be consulted in the selection of materials, but selection will not be limited to their listing.
 - A. The criteria for selecting library materials shall be their educational value and their interest for all students. Materials shall not be excluded because of *race, color*, nationality or political or religious views of the author.
 - B. The basic selection tools are used. Personal examination and evaluation of materials are made, plus recommendations of the teaching staff and suggestions for students. All

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selections are to be made by the library media specialists within the limitations of this policy.

- III. Challenged materials will be reconsidered in accord with the procedures set forth in this policy. Regardless of how carefully material is selected, it can be expected that at some point, some members of the community will express concern about the appropriateness of selected materials. It is important that the approved process is followed. If concern is expressed to a school board member or an administrator, that person should be sure to direct the complaint to the proper person, and not assume sole responsibility for reconsideration.

When concern is expressed, it is recommended that:

A. The person expressing concern be treated with respect. Remember that such a person has the right to request that material be reviewed. Do not take the inquiry personally.

B. School personnel *should* behave in an objective manner. Always follow the predetermined reconsideration policy.

C. The school administration is to be informed of the initial question immediately and be kept informed of any further developments that may occur. Use this as an opportunity to reacquaint the administrator with the written and approved policy.

D. If the inquiry does reach the press, through proper school channels (such as the public relations officer or District Administrator) accurate information from the school perspective is provided.

E. It is to be remembered that while a parent has the right to judge whether material is acceptable for his/her child, no parent or group of citizens has the legal right to abridge the rights of other parents, teachers and/or children to have access to information which is part of the educational program.

F. Complaints originating within the school (from teachers, students, administrators, media specialist and others) *will* be governed by the school's written and approved policy for selection and reconsideration of materials.

G. The form "Citizen's Request for Reconsideration of a Book" shall be utilized in case a book in the school library media center is questioned.

The following procedure should be used in considering the request:

1. The complainant shall submit the "Citizen's Request for Reconsideration of A Book" form to the principal, once the complainant has read the book in its entirety.
2. The principal, library media specialist and library media staff will consider the request and respond in writing to the complainant within ten (10) days.

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3. The complainant may appeal the decision to the District Administrator within ten (10) days of receipt of the written findings submitted per Step 2 and written findings will be issued within ten (10) days.
4. An appeal must be submitted to the Board of Education for final consideration within ten (10) days of receipt of written findings per Step 3.

H. No parent/*individual* or group of parents/*individuals* has the right to determine the reading matter for students other than their own children. An individual parent has the right to request that his/her child not have to read a given book, provided a written request is made to the appropriate building principal.

118.03(2), 118.13, 121.02(1)(h), Wis. Stats.
Standard H of the DPI Twenty Standards "Library Media Services"
Student Discrimination Complain Procedures

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CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK

BOOK TITLE _____

AUTHOR _____

HARDCOVER _____ PAPERBACK _____

REQUEST INITIATED BY:

NAME _____

TELEPHONE: HOME: _____ WORK: _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

COMPLAINANT REPRESENTS:

_____ HIM/HERSELF

_____ NAME OF ORGANIZATION _____

_____ OTHER GROUP _____

1. To what in the book do you object? (Please specify: cite pages) _____

2. What do you feel might be the result of reading this book? _____

3. For what age group would you recommend this book? _____

4. Is there anything good about the book? _____

5. What would you like your school to do about this book? _____

_____ Do not assign it to my child.

_____ Withdraw it from all students as well as my child.

_____ Sent it back to the Instructional Materials Learning Center for re-evaluation.

SIGNATURE OF COMPLAINANT

DATE