

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 6110-1
SUBJECT: SELECTION OF INSTRUCTIONAL MATERIALS/RESOURCES	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 06/01/88; 11/07/96; 12/11/13 <hr/> PREPARING OFFICE: INSTRUCTION AND LEARNING

I. PURPOSE:

To establish guidelines for the selection and use of instructional resources.

II. PERSONNEL AFFECTED:

Principals, teaching staff, and library media specialists

III. OBJECTIVES OF SELECTION:

Instructional resources enrich and support the educational program and serve as valuable tools for achieving continuing objectives. Instructional resources provided must include a wide range of topics on all levels of difficulty, with diversity of appeal, and presenting different points of view.

To this end, the Topeka Public Schools must:

1. Provide resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
2. Provide resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
4. Provide resources on various sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.
5. Provide resources representative of many religious, ethnic, and cultural groups and their contributions to our national heritage and the world community.
6. Place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality in order to assure a comprehensive collection of materials and resources.

IV. RESPONSIBILITY FOR SELECTION:

The Topeka Board of Education is legally responsible for all matters relating to the operation of the Topeka Public Schools.

06/18/80

Revisions: 02/11/85; 11/07/96; 12/11/13

Topeka Public Schools

SELECTION OF INSTRUCTIONAL MATERIALS (Continued)

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

Selection of resources involves many people: principals, teachers, library media specialists, and education division staff. The responsibility for coordinating the selection of instructional materials for media centers and making the recommendation for purchase rests with the professionally trained library media personnel.

V. CRITERIA FOR SELECTION:

Resources are selected which will help each school meet its continuing and specific curricular, instructional, and assessment objectives. This choice is also based on long-range plans and the existing collection of materials and the availability of other resources. Requests from faculty and students are given consideration.

Resources are considered on the basis of:

- ◆ overall purpose
- ◆ timeliness
- ◆ importance of the subject matter
- ◆ quality of the writing/production
- ◆ readability and popular appeal
- ◆ authoritativeness
- ◆ reputation of the publisher/producer
- ◆ reputation and significance of the author/artist/composer/producer, etc.
- ◆ format and price
- ◆ permanence

VI. PROCEDURES FOR SELECTION:

In selecting resources for purchase, the library media specialist or other professional staff evaluate the existing collection and consult:

1. Reputable, unbiased, professionally prepared selection aids;
2. Specialists from all departments and/or grade levels.

In specific areas, the media specialist or other professional staff follows these procedures:

1. Gift materials and resources are judged by basic selection standards and are accepted or rejected by these standards;
2. Duplicate items of outstanding and much-in-demand media are purchased as needed;
3. Worn or missing standard items are replaced periodically;
4. Sets of materials and materials acquired by subscription are examined carefully and are purchased only to fill a definite need.

SELECTION OF INSTRUCTIONAL MATERIALS (Continued)

VII. VIDEOTAPED PROGRAM SELECTION AND USE

- A. In general, copyright guidelines permit in-classroom showing of a copyrighted videotape program when it is used for instructional purposes in a teaching situation and is a lawfully made copy. Thus, a video used in the classroom as part of the instruction of a specific concept is permitted while the use of a video for entertainment or reward is not, unless copyright clearance has been obtained prior to showing.
- B. In selecting videotaped programs for use in instruction, the teaching staff will use the following guidelines:
 - 1. General selection criteria will include: quality of the overall work and its individual parts, fair and accurate representation of facts, and the reputation and significance of the writer, director, and/or performers.
 - 2. Videotaped programs will be selected for their direct relevance to the instructional program.
 - 3. Each videotaped program must give a fair and objective presentation of sensitive subjects at the maturity level of its viewers. In this connection, the ratings adopted by the Motion Picture Association of America will be applied where available:

G	Family audiences
PG	Parental Guidance
PG-13	Special parental guidance for children under 13
R	Children admitted only with parents

- C. Prior written lawful custodial permission shall be obtained if a video is shown in which these ratings do not fit the age group that will be the viewing audience. This would apply to R-rated movies for pupils 17 and under; for PG-13 movies for pupils 13 and under; for PG movies for pupils 11 and under. At the discretion of the instructor, written lawful custodial permission may be required for nonrated video programs dealing with sensitive issues.

Form for Waiver for Videotape Viewing, see Attachment No. 1.

VIII. CHALLENGED RESOURCES:

Occasional objections to instructional resources will be made by the public despite the care taken to select valuable resources for student and teacher use and the qualifications of persons who select the resources.

The principles of the freedom to read and of the professional responsibility of the staff must be considered along with the relevance of the resources.

- A. If a complaint is received about media center materials, the procedures are as follows:
 - 1. Be courteous, but make no commitments.

SELECTION OF INSTRUCTIONAL MATERIALS (Continued)

2. Invite the complainant to file the objections in writing by filling out and returning the district's Request for Reconsideration of Instructional Materials/Resources (a prepared questionnaire, based on one recommended by the National Council of Teachers of English, and modified for this policy), so that a formal complaint may be submitted to the instructional resources re-evaluation committee.

Request for Reconsideration of Instruction Materials/Resources, see Attachment No. 2.

3. Temporarily withdraw the material, and put it on reserve in the school where the complaint is received or limit access to questioned resource, pending a decision of the committee. The resource will not be withdrawn for re-evaluation unless the complaint is made in writing.
4. Inform the principal and the coordinator of media services promptly.
5. The principal of the building where the complaint was initiated will appoint an instructional resources re-evaluation committee consisting of the principal, media specialist, coordinator of media services, at least one teacher and one parent or lawful custodian of students attending the school from the subject area, and a teacher from the subject area. This committee will:
 - a) Read and/or examine resource referred to.
 - b) Check general acceptance of the resource by reading reviews.
 - c) Compare values and faults and form opinions based on the resource as a whole and not on passages pulled out of context.
 - d) Hold a hearing with the complainant(s) if a hearing is requested.
 - e) Following the hearing, meet to discuss the resource and to prepare a report of recommendations and supportive comments.

- f) File copies of the report in the school, with the coordinator of media services, the general director of instruction and learning, with the assistant superintendent of instruction and learning, and the associate superintendent.
 - 6. The principal of the building where the complaint was initiated will send a copy of the committee's report to the complainant with an explanation of the district's actions concerning the complaint.
- B. If a complaint is made about textbooks or district-adopted supportive materials, the procedures are as follows:**
- 1. Be courteous, but make no commitments.
 - 2. Invite the complainant to file objections, in writing, by filling out and returning the district's Request for Reconsideration of Instructional Materials/Resources (a prepared questionnaire based on the one recommended by the National Council of Teachers of English and modified for this policy), so that a formal complaint may be submitted to the instructional resources re-evaluation committee.

Request for Reconsideration of Instructional Materials/Resources, see Attachment No. 2.
 - 3. The associate superintendent will appoint and chair a committee consisting of the assistant superintendent of instruction and learning, other appropriate district level administrators, and a building-level principal. This committee will:
 - a) Hold a hearing to consider the complainant's written and verbal objections, and
 - b) Following the hearing, submit a written report to the superintendent.
 - 4. The superintendent will send a copy of the committee's report to the complainant with an explanation of the district's actions concerning the complaint.

**TOPEKA PUBLIC SCHOOLS
CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL
MATERIALS/RESOURCES***

TYPE OF MATERIAL _____ **BOOK** _____ **AUDIO RECORDING** _____ **FILM**
 _____ **COMPUTER SOFTWARE** _____ **VIDEO RECORDING**
 _____ **OTHER** (specify) _____

TITLE: _____ **AUTHOR:** _____

PUBLISHER:(If known or source) _____

REQUEST INITIATED BY: _____

ADDRESS: _____ **CITY** _____ **PHONE** _____

COMPLAINANT REPRESENTS: **SELF:** _____ **AN ORGANIZATION OR GROUP**
(identify) _____

1.To what in the material/resource do you object: Please be specific; cite pages, passages, reference. (Write additional comments on back.) _____

2.Why do you object? _____

3.Did you read, view, listen to the entire material/resource? _____

4.Are you aware of any reviews of this material/resource? _____

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

- _____ **Do not assign it to my child.**
- _____ **Withdraw it from all students as well as from my child.**
- _____ **Send it back to the appropriate department for re-evaluation.**

6.In its place, what resource dealing with the same topic, if any, would you recommend?

7.Do you have a child (or children) currently enrolled in USD 501? _____

What schools(s) do (does) the child (or children) attend? _____

Signature of Complainant

Date

06/18/80

Revisions: 02/11/85; 11/07/96; 12/11/13

Topeka Public Schools

TOPEKA PUBLIC SCHOOLS

PARENT OR LAWFUL CUSTODIAN CONSENT/RELEASE WAIVER
FOR VIDEOTAPE VIEWING

VIDEO PROGRAM TITLE: _____

American Motion Picture Association Rating: _____

The undersigned, being the parent or lawful custodian of the student, by signing this release agrees to the following:

(Check appropriate statement)

_____ **The student named below MAY view this video program, and I fully consent to this activity.**

_____ **The student named below MAY NOT view this video program. I wish the student to be assigned to an alternative learning activity.**

STUDENT'S NAME (Please Print)

PARENT/LAWFUL CUSTODIAN (Signature)

DATE