



INSTRUCTION

Selection of Instructional Materials - Procedures

1. Each Office within the Division of Instruction shall establish Materials Review and Selection Committees.
  - a. Criteria for quality and type of materials needed shall be established by each Office, reviewed, and kept on file by the Department of Curriculum.
  - b. Criteria for selecting materials on the basis of nonbiased representation will be established by a countywide committee.
  - c. Committees shall consist of teachers, school-based administrators, and certified central office personnel and may consist of others as well.
  - d. Committees shall be appointed by coordinators who shall also appoint the chairmen.
  - e. Committees shall meet prior to the end of the school year preceding the year of their participation for an orientation.
    - (1) to identify need of the program
    - (2) to review selection procedures and criteria
    - (3) to reevaluate the need for existing materials
  - f. Committees shall be reconvened in preparation for examining various instructional materials.
  - g. Committees will meet as needed thereafter to study, recommend, and select materials needed for the designated program.
  - h. Each Office shall have written justification for each instructional material selected.

2. Each office shall prepare a public exhibit of new print materials to be displayed prior to the selection of books by schools.
  - a. The exhibit will be open to teachers, students, and the public.
  - b. The exhibit will be on display for 30 days in a central location. Representatives of the Division of Instruction will be available to respond to questions upon request.
  - c. The time and place of the exhibit will be publicly advertised.
  - d. Request for Reconsideration forms will be available.
  - e. Lists of new library and non-print materials will be available at the exhibit, and examination of specific items may be arranged upon request.
3. A procedure for responding to citizens' concerns shall be established.
  - a. Any citizen who is concerned about an item shall fill out a Request for Reconsideration form.
  - b. The form shall be submitted to the Division of Instruction.
  - c. The Division will forward the form to the office designated on the form.
  - d. Each office shall have a standing committee composed of representatives from its various selection committees.
  - e. The standing committee will prepare a written response to the complainant with a copy to the Division.
  - f. Should the complainant be dissatisfied with the response, he may then appeal to a review board.
  - g. The review board shall be composed of the Coordinator of the office involved, Assistant Superintendent in Curriculum, and an Area Assistant Superintendent.

