

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

The responsibility for all instructional materials is legally vested in the MSAD No. 9 School Board which delegates the responsibility for the selection of instructional materials to the professionally trained personnel employed by the school system.

In order to assure that the school media program is an integral part of the educational program of the school, the following selection objectives are adopted:

- A. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- B. To provide a background of information which will enable students to make intelligent judgments in their daily lives;
- C. To provide materials on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis;
- D. To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage; and,
- E. To place principle 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 users.

Since materials are selected to provide for the interest and needs of the school community and the school program, they are selected cooperatively by the media personnel, teachers and principals, with the assistance of the students and parents. Purchase orders will be reviewed for final approval by the Superintendent's office.

Both the print and non-print materials purchased are considered on the basis of:

- A. Overall purpose;
- B. Timeliness or permanence;
- C. Importance of the subject matter;
- D. Quality of the writing/production;
- E. Total value, impact, and intent of the author/ artist/producer;
- F. Readability and popular appeal;
- G. Authoritativeness;
- H. Suitability to grade level;
- I. Reputation of the publisher/producer; and,
- J. Format and price.

Gifts will be acceptable when they meet the same standards as original purchases, require no special condition, and may be disposed of when warranted.

When a complaint about an instructional material is received, the material in question shall be:

- A. Reviewed objectively and in its full context;
- B. Evaluated in terms of the needs and interest of students, school, curriculum, community; and,
- C. Considered in the light of differing opinions.

The procedure for handling objections to instructional materials shall be:

- A. The person or persons expressing an objection will register the objection in writing with the building principal on a "Request for Reconsideration" form, which are on file in each principal's office. This form may be obtained from any school in MSAD No. 9.
- B. Material being objected to will not be withdrawn until a final decision has been reached; however, a decision must be reached within ten school days.
- C. A committee to review the complaint shall be appointed by the Assistant Superintendent in Charge of Instruction or his designee.

The committee shall be composed of:

- One (1) parent;
- Appropriate level administrator;
- Appropriate level media person;
- Appropriate level teacher;
- Appropriate level student (if secondary); and,
- Complainant (if he/she desires).

- D. If the complainant is present at the meeting, he/she shall be welcome to present his/her views but shall not vote on the disposition of the material under consideration.
- E. The committee's decision (which shall be reached by simple majority) shall be given to the appropriate administrator who will see that implementation of the decision takes place.
- F. An appeal of the decision of the committee may be made by the complainant within two (2) weeks to the Superintendent of Schools, and his decision may be appealed within two (2) weeks to the Board.

Adopted: Prior to 1988
Reviewed: November 1994
Reviewed: March 26, 2002
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