

361 RULE PROCEDURES FOR SELECTION AND RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Instructional Materials Selection

1. Instructional materials shall be adopted according to the schedule established by the WRPS administration and correspond to the schedule for curriculum revision when possible and practical.
2. Responsibility for Selection – An Instructional Materials Selection Committee will be named by the Council for Instructional Improvement (CII) subject area requesting the materials. A reading specialist will be available to assist the committee in making its decision.
3. The following criteria shall be used for the selection of instructional materials:
 - a. The Wisconsin Rapids Public Schools will comply with the Department of Public Instruction (DPI) administration rule for Wisconsin State Statute 121.02(h) which in part states: “All students shall be provided access to a current balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.”
 - b. Instructional materials shall:
 - 1) Support and be consistent with the general goals of the district.
 - 2) Support and be consistent with the objectives of the curricula.
 - 3) Be appropriate for the subject area, and for the age, maturity level, and ability level of the students for whom the materials are selected.
 - 4) Have a readability level for the majority of the students for whom the materials are selected.
 - 5) Whenever possible, select those series which provide for sequential growth and provide continuity from level to level.
 - 6) Be accurate and current in information provided.
 - 7) Provide a background of information which will enable students to make intelligent judgements in their daily lives.
 - 8) Provide materials on opposing sides of controversial issues to enable students, under guidance, to develop critical analysis skills.
 - 9) Provide a fair representation of the many religious, ethnic, cultural, and other minority groups and their contributions to our American heritage.
 - 10) Avoid sex role and ethnic bias and stereotyping.
 - 11) When containing information on political ideologies, include any ideology or philosophy or government which exerts an influence, either favorably or unfavorably on our government politics, current events, education, or any phase of life.
 - 12) Have a physical format, appearance, and durability suitable for their intended use.
4. A readability test will be done on text books under consideration and will be a consideration in the decision.
5. A checklist for evaluating instructional materials for bias will be completed for each test. (361 Exhibit 1)
6. Recommendations for instructional materials selection will be made to the Director of Curriculum after thorough examination of the materials.

Reconsideration of Instructional Materials

Any parent, legal guardian, or citizen may request reconsideration of instructional materials. Parents have the right to guide the education of their child, but the school district also has the right to protect other children's rights to participate in educational experiences over the objection of an individual or group of citizens in the community. Therefore, challenged material shall not be restricted during the re-evaluation proceedings; however, requests of individual parents and/or guardians for alternative materials for their child will be honored without penalty.

- A. The Wisconsin Rapids Public Schools has approved the following procedure to be used when a complaint opposing the use of a particular instructional material is received.
 1. The principal or teacher initially receiving a complaint will arrange to have the teacher or department chair explain to the complainant the school district's instructional selection policy and the appropriateness of the objected-to material for its intended educational use. If the issue raised by the complainant is satisfactorily resolved through consultations(s) with the teacher or department chair, the procedure terminates at this point.
 2. If the complainant still objects to the materials, the principal will give a copy of the Request for Reconsideration form (361.1 Exhibit 3) to the complainant to be completed and returned to the principal within ten (10) school days. The completed form will then be forwarded to the superintendent.
 2. Upon receipt of the written complaint, the superintendent shall call within ten (10) days, a review committee consisting of:
 - a. The Director of Curriculum, who will act as chair.
 - b. The principal from the school in which the complaint originated.
 - c. The district Media Director.
 - d. Two teachers from the appropriate grade level or subject area.
 - e. The student representative on the Wisconsin Rapids School Board.
 - f. Two citizens of the school district appointed annually by the superintendent.
 3. The review committee shall:
 - a. Read and examine the material.
 - b. Weigh values and faults against each other and form opinions based on the material as a whole, not on passages pulled out of context.
 - c. The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
 - d. Meet within fifteen (15) days of its appointment to discuss the material.
 - e. Meet with the complainant to discuss the challenged material, if the complainant so desires.
 - f. Prepare a written recommendation to be submitted to the superintendent within one month from the date of the review meeting.
 5. After examination of the written recommendation from the review committee, the superintendent shall notify the complainant of the decision of the review committee.
 6. A complainant who is not satisfied with the decision of the review committee may appeal to the Board of Education within ten (10) days of the receipt of the superintendent's report. The Board of Education shall review the recommendation of the committee with the superintendent and make a final decision. The Board's review may include comments from the complainant and the review committee.
 7. Every Request for Reconsideration form will be acted upon. Requests to re-evaluate materials which have previously been before the review committee may not be re-challenged for three calendar years and must receive approval of the majority of the committee members before the material will again be re-evaluated.
 8. If the decision is made to remove materials from one school, such materials shall be removed from similar grade levels in all schools in the district.
 9. A decision to sustain a challenge shall not be interpreted as a judgement of irresponsibility on the part of

the professional staff involved in the original selection or use of the material.

10. To ensure that any press coverage is accurate, the chair of the committee will provide information from the school's perspective.

APPROVED: June 1980

REVISED: August 1987
June 1993
April 9, 2001