

Instructional Materials

The Board is legally responsible to approve and to provide the necessary instructional materials used in the District. Instructional materials are any material used in classroom instruction, library or any materials to which a teacher might refer a student as part of the course of instruction. Textbooks and instructional materials should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic and cultural groups and their contributions to our American heritage; and
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science and social studies should be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential, and must be compatible with previous and future offerings.

Instructional materials may be made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage or lost materials.

The professional staff will maintain records necessary for the proper accounting of all instructional materials.

Cross Reference:	2314	Learning Materials Review
Legal Reference:	§ 20-4-402, MCA	Duties of District Superintendent or County High School Principal
	§ 20-7-601, MCA	Free Textbook Provision
	§ 20-7-602, MCA	Textbook Selection and Adoption

Policy History:

Adopted on:

Revised on: 11 July 2016

**Poplar School District
Administrative Regulation**

INSTRUCTION

AR 2311

Instructional Guidelines

Use of Supplemental Media

All District employees must comply with District policy (2060) and federal copyright laws, as well as publisher licensing agreements. A rented or privately owned movie or video, may only be shown in the classroom provided the following "fair use" requirements are satisfied:

- The movie or video must be shown in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction;
- The showing of the movie or video must be directly related and of material assistance to the curriculum and lesson objectives.¹

The showing of movies and videos **MUST** be limited to specific educational purposes. A full-length movie video, or clip thereof, shall not be shown in school unless its content is relevant to the curriculum and specific educational objectives, is appropriate to the age and maturity of the students, is a productive use of class time and will not cause classroom disruption. Teachers and other school officials who violate this policy may face appropriate disciplinary action. Assuming compliance with the copyright requirements outlined in this policy, a movie or video may only be shown if it has received prior approval from the Building Principal.

Challenges to Educational and Library Materials

I. Procedure for Informal Resolution:

The school receiving a complaint regarding educational resource shall try to resolve the issue informally.

- a. The complainant shall discuss their concerns with the person responsible for the challenged material (i.e., teacher, librarian) and the building principal/designee.
- b. If a resolution is not reached with the building principal/designee, the complainant will be given a packet consisting of the six items listed in the following documents:
 - Appropriate pages from District Curriculum Guides (complete guides available in building office)
 - Instructional Materials Policy (2065)

¹ 17 U.S.C. §110(2). Under both copyright law and the policy, teachers may only show movies in the classroom that are educationally relevant, i.e., directly related to the curriculum and specific educational objective.

- Request for Reconsideration of Educational Resources form (Exhibit A)
- *Freedom to Read Statement, Freedom to View Statement, Library Bill of Rights*
 - c. No questioned materials shall be removed or restricted from use. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied and /or alternative materials can be provided to the child (or children) of the parents making the complaint, if they so desire.
 - d. If a resolution has not been reached between the complainant and the school, a formal complaint may be made using the Request for Reconsideration of Educational Resources.

II. Procedure for a **Formal** Challenge:

When the formal request for reconsideration is received by the building principal, the Challenged Materials Committee is convened and a decision is rendered in accordance with procedure.

- a. Upon receipt of a completed reconsideration form, the principal in the building involved will request the Superintendent or his/her designee convene the Challenged Materials Committee. This committee shall consist of four people chosen by the Superintendent or designee and four people chosen by the Union representing the teachers. The committee shall meet to discuss the materials and prepare a report detailing their findings. The written report shall be submitted to the building principal with copies sent to the Superintendent and/or designee.
- b. The principal shall notify the complainant of the decision. If the committee recommends keeping the material that caused the complaint, the complainant shall be given the explanation written by the Challenged Materials Committee.
- c. The written report shall be retained by the building principal.
- d. The decision of the Challenged Materials Committee, in concurrence with the Superintendent, will be delivered to the complainant.
- e. If the complainant is not satisfied, within 10 working days of receipt of the decision, he or she may appeal to the Superintendent. On receipt of a request for review, the Superintendent shall schedule a meeting between the Challenged Materials Committee Chair and the complainant. The parties will be afforded opportunity to address the matter to the Superintendent, who will decide the matter within ten (10) days of the meeting and will notify the parties in writing of the decision. If the Superintendent agrees with the Challenged Materials Committee Report, the recommendation will be implemented. If the Superintendent rejects the Challenged Materials Committee Report, the matter may either be referred to an outside investigator for further review or be resolved by the Superintendent.
- f. If the complainant is dissatisfied with the Superintendent's decision, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within ten (10) working days of receiving the Superintendent's decision. Because the Board is the policy-making body of the District, any appeal to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

III. Guiding Principles

- a. Any member of the community may raise objection to educational resources.
- b. The District supports the *Library Bill of Rights*, adopted by the American Library Association. When educational resources are challenged, the principles of the *Freedom to Read Statement*, and *Freedom to View Statement* must be considered.

IV. Responsibilities of the Challenged Materials Committee

- a. Decisions should be based on the principles of the *Freedom to Read Statement*, *Freedom to View Statement* and/or the *Library Bill of Rights* rather than on defense of individual materials.
- b. All materials should be examined thoroughly. The general acceptance of the materials should be checked by consulting District Curriculum Guidelines, standard selection tools, reviews, and local holdings in other schools.
- c. Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- d. A written report will present the majority and minority opinions, if applicable, of the Challenged Materials Committee.
- e. The chairperson may report all formal challenges to the appropriate local, state and national professional organizations.