

Shelby County Schools

Supplemental Learning Resources Selection and Retention Procedures

7.10 Selection of Supplemental Learning Resources: *from Shelby County BOE Policy Manual* The Superintendent is authorized to develop criteria for approval by the Board for selection, use, and retention of supplemental learning resources for schools operated by the Board and a procedure for the use and review of those materials, to include procedures for addressing objections or reconsideration of those resources.

Criteria for Selecting/Retaining Supplemental Learning Resources

The following criteria shall be considered in making decisions respecting the selection/retention of supplemental learning resources:

1. The utilization of supplemental learning resources shall be in accordance with the federal, state and local laws. They shall also support and be consistent with Shelby County Board of Education's Vision, Mission, and Beliefs Statement and the Alabama and Shelby County courses of study.
2. Supplemental learning resources shall take into consideration the varied interests, abilities, socio-economic backgrounds, learning styles, and emotional development of the students.
3. Supplemental learning resources should stimulate growth in literacy through processing and synthesizing information, factual knowledge, literary appreciation, aesthetic values, critical analysis, citizenship, and/or character development.
4. Supplemental learning resources shall speak to different sides of issues so that students, under guidance, can practice and develop skills of critical analysis and make informed judgments in their daily lives.
5. When individuals are used as supplemental learning resources, they shall be qualified and competent individuals in the respective field.
6. Certified staff shall expedite the selection process through the use of the Supplemental Resource Selection Process document (Attachment A), professional reviews, recommended lists, and/or personal examination and evaluation.
7. Certified staff, directly responsible for the instruction of the resource, shall preview any audiovisual supplemental learning resources prior to use with students.
8. Certified staff shall be prepared to provide a rationale for selection of supplemental learning resources and the learning objectives for their use.
9. Resources will attempt to reflect the history, culture, and perspectives of societies, inclusive of women and men; individuals and groups from various racial, cultural, ethnic, social, and religious backgrounds; and persons with disabilities. In cases where biased instructional resources might be used in a formal setting, they shall be used in a manner that helps students gain insights into the existence of bias in both print and non-print resources.

Controversial Texts in the English Language Arts Classroom

Students may encounter works of literature or nonfiction which make them confront certain unpleasant realities, historical or otherwise. Reading, writing about, and discussing controversial topics may occur in any course but are especially likely in the English Language Arts classroom due to the nature of the subject itself. When this sort of instructional challenge arises, parents and students can expect the following from Shelby County Schools:

- Advance notice of the text(s) to be studied;
- Specific details about potentially objectionable language and/or content;
- Candid rationale as to why the text is important for whole-group study;
- Instructional practices and approaches that reflect awareness and sensitivity;
- Possible alternative texts/assignments.

Shelby County Schools is committed to developing an engaging, inclusive classroom culture by honoring the inherent value and life experiences of all our students.

Shelby County Schools Request for Reconsideration of Supplemental Learning Resources Procedures

The following procedures shall be used in the process of reconsideration for supplemental learning resources:

I. School Level

Members of the school community may request reconsideration of supplemental learning resources. Challenges may only be issued at the home/base school of the requestor, and should be directed to the staff member responsible for the selection of the material.

The staff member shall explain the selection process utilized and advise the complainant that a reconsideration procedure exists. The school official or staff member should remain objective during this process.

In the event the requestor is not satisfied with the initial explanation, the requestor should be referred to **an administrator** who shall explain the selection and reconsideration process.

If, after consultation with an administrator, the requestor desires to file a formal, written complaint, a school administrator should give a copy of the **Challenge to Supplemental Learning Resource Report** to the requestor.

After reading, viewing, or listening to the material in its entirety, the **Challenge to Supplemental Learning Resource Report** shall be completed, signed by the requestor, and filed with an administrator **within 10 school days** from the date it was received. The administrator will forward a copy to the Assistant Superintendent of Instruction, the grade level Coordinator, and the Supervisor of Library Media.

The challenged material shall remain in use until the reconsideration process is completed, provided that the selection process has been followed as outlined in the Shelby County Board of Education's **Supplemental Learning Resources Selection and Retention Policy**.

The school-level Review Committee will be chaired by the system Supervisor of Library Media who will vote only in case of a tie. The school-level Review Committee will consist of the following individuals selected by the school Library Media Specialist and approved by the principal:

- One (1) school administrator
- One (1) teacher
- One (1) library media specialist (In the event the challenged material is a library resource, a library media specialist from a different school within the community will be selected to serve on the committee.)
- Two (2) representatives from the school's community (cannot be school or Board of Education employee)
- One (1) parent
- *Middle & High Schools only:* One (1) student (with parental permission)

A meeting of the school-level Review Committee will occur **within 15 school days** of the principal's receipt of the completed **Challenge to Supplemental Learning Resource Report**. All school-level Review Committee members, the staff member responsible for the selection of the material, and the requestor will be notified of the time and place of the scheduled meeting and will be invited to attend. Meetings will only be scheduled and conducted during approved school calendar days.

Prior to the committee meeting, each committee member shall read, view, or listen to the challenged material in its entirety. In addition, each member will have read professional evaluations available pertaining to the material as well as any materials provided by the requestor. All materials given to committee members shall also be given to the requestor prior to the meeting.

At the meeting with a quorum present, the committee shall hear the concerns expressed by the requestor and the staff member responsible for the selection of the material. The requestor may address the committee in person or the committee can refer to the requestor's concerns as listed in the ***Challenge to Supplemental Learning Resource Report*** (Attachment B). The staff member responsible for the selection of the material may also address the committee in person. In judging the material for its strength and value as a whole and not in part, the school-level Review Committee will render a majority decision, deciding to:

- (1) take no removal action,
- (2) remove the challenged material from the home/base school library circulation,
- (3) limit the instructional use of the challenged material without removal from library circulation

Within 5 school days of the committee's decision, the chairperson shall notify the requestor in writing of the decision reached and advise the requestor of the right to appeal at the system level.

A written request of appeal to the Superintendent must be made **within 5 school days** after formal notification of the decision. The Superintendent shall bring the issue before the system-level Review Committee.

The decision reached by the school-level Review Committee shall apply only to the school where the challenged material was rendered.

II. System Level

A system-level Review Committee will hear appeals of school-level Review Committee decisions and will handle any challenges brought at the system level. The system-level Review Committee will be chaired by the Assistant Superintendent of Instruction who will vote only in case of a tie. The system-level committee will consist of the following individuals:

- One (1) parent from a different school community who has children in the grade level of the school from which the appeal originated (cannot be employee of the school or the Board of Education)
- Two (2) members of the community (cannot be an employees of the school or the Board of Education)
- One (1) teacher from the grade level from which the appeal originated (not employed at the school from which the appeal originated)
- One (1) system Library Media Specialist (not employed at the school from which the appeal originated)
- One (1) Shelby County administrator from the grade level from which the appeal originated (not employed at the school from which the appeal originated)
- Elementary, Middle, or High School Coordinator
- Shelby County Supervisor of Library Media

Prior to the committee meeting, each committee member shall read, view, or listen to the challenge material in its entirety. In addition, each member shall read professional evaluations available pertaining to the material.

Within 15 school days of the Superintendent's receipt of the written appeal, at a meeting with a quorum present, the committee shall hear the concerns expressed by the requestor; review the findings of the school-level committee; and render a majority decision to:

- (1) take no removal action,
- (2) remove the challenged material from library circulation,
- (3) limit the instructional use of the challenged material without removal from library circulation

The decision reached by the system-level Review Committee shall apply to all system schools at the grade level from which the appeal originated.

Within 5 school days of the committee's decision, the Assistant Superintendent of Instruction shall notify the requestor in writing of the decision. **The decisions of the system-level Review Committee are final.**

Shelby County Schools
Library Collection Supplemental Resource Selection Process (Attachment A)

The Library Collection Supplemental Resource Selection Process provides Library Media Specialists with a framework for acquiring the knowledge essential to providing quality, high interest resources that reflect the diverse needs and varied interests of the school community.

When evaluating supplemental resources for inclusion in the school library collection, questions that guide Library Media Specialists may include but are not limited to:

1. Does the resource material support the curriculum?
2. Is the resource material age appropriate for the students in the school community?
3. Are professional reviews of the resource material available?
4. Does the material reflect the interests of the students in the school community?

When determining whether a supplemental resource meets the needs and addresses interests of the school community, Library Media Specialists may:

- attend PLC meetings to gain a deeper understanding of the curriculum standards, gather teacher input, and determine resources which will support classroom instruction and student learning.
- engage in professional development opportunities (conferences, workshops, etc.) to continually educate themselves on best practices regarding collection development for school librarians
- utilize selection aides (professional reviews, book lists, etc.) to inform their decisions regarding a resource's content as well as the age appropriateness of that content.
- analyze library circulation reports to determine popular genres and identify gaps in the library collection
- conduct surveys to determine student interests and collect student recommendations.
- review book fair purchases to identify current trends within the student population.

Selection Aides include but are not limited to:

- ALA Youth Media Award Winners–Newbery, Caldecott, Coretta Scott King, Michael L. Printz, etc.
- Alabama Camelia Award Winners
- BER: Bureau of Education & Research
- Booklist
- Children's Literature Review
- Horn Book Review
- HW Wilson Core Collection
- Kirkus
- Publisher's Weekly
- School Library Journal
- VOYA: Voices of Youth Advocates

Shelby County Schools
Challenge to Supplemental Learning Resource Contact Report (Attachment B)

This Contact Report form should be completed and filed with the home/base school principal in the event of an objection or challenge to any supplemental learning resource utilized by an employee of Shelby County Schools.

Home/Base School: _____ Date objection was filed: _____

Request Initiated by: _____

Address (City, State, Zip): _____

Telephone: _____ Email Address: _____

Do you represent a group or organization? Yes No

If yes, identify the name of the organization: _____

Have you contacted the staff member responsible for the selection of the material? Yes No

Was the Shelby County selection process explained to you? Yes No

Do you wish to make an oral presentation to the committee? Yes No

Title: _____ Genre: Fiction Nonfiction

Author or Producer: _____ Publication or Production Date: _____

Material Format: Book Periodical Video Other (please specify): _____

Item is currently: Classroom instruction material Supplemental classroom material Library material

PLEASE RESPOND TO THE FOLLOWING QUESTIONS. Attach additional sheets if needed.

Have you read, viewed, listened to, and/or examined the material *in its entirety*? Yes No

Have you read any professional reviews by critics and/or experts in the field? Yes No

How did you come in contact with the material? _____

Specifically, what part(s) of the material did you find objectionable? (Please cite specific passages, pages, sections, etc.)

What do you identify as the theme or purpose of the material? _____

Could you find any value or identify any positive aspects in the material? (Please describe) Yes No

For what age group would you recommend this material? _____

Requested Action: Remove from library circulation Limit instructional use but remain in library collection

My signature below and the filing of this Request for Reconsideration indicate that I have provided information regarding the material in question to the best of my ability.

Requestor Signature: _____ Date: _____

Administrator Signature: _____ Date submitted: _____

Shelby County Schools
Reconsideration of Supplemental Learning Resources Checklist for Committee (Attachment C)

Title: _____ Genre: Fiction Nonfiction

Author or Producer: _____ Publication or Production Date: _____

Material Format: Book Periodical Video Other (please specify): _____

Item is currently: Classroom instruction material Supplemental classroom material Library material

Purpose

What is the purpose, theme, or message of the material? _____

Authenticity (Nonfiction)

Is the author competent and qualified in the field? Yes No

What is the reputation and significance of the author and publisher/producer in the field?

Appropriateness and Content

Does the material promote the education goals and objectives of the school? Yes No

Is it appropriate to the level of instruction intended? Yes No

Are the illustrations appropriate to the subject and the age levels? Yes No

Does the story give a broader understanding of human behavior without stressing differences of class, race, sex, education, religion, or philosophy in any adverse way? Yes No

Reviews

Source of review: _____

Content of the review: Favorable Unfavorable

Does this title appear in one or more reputable selection aides? Yes No

List the aides in which it appears: _____

Secret Ballot Vote - Book Reconsideration : LOCAL SCHOOL Level

Title of Book and Author: _____

Date of District Committee Meeting: _____

Please select your vote to determine one of the following actions.

_____ Take no action (resource remains in circulation/instructional use)

_____ Remove the resource (take out of library and instruction)

_____ Limit instructional use (resource remains in circulation in the library
but is no longer used in direct instruction in the classroom setting)

Final Decision - Book Reconsideration, Record of Tallied Votes : LOCAL SCHOOL Level

Keep On File As Record of Decision

Title of Book and Author: _____

Date of District Committee Meeting: _____

_____ Take no action (resource remains in circulation/instructional use)

_____ Remove the resource (take out of library and instruction)

_____ Limit instructional use (resource remains in circulation in the library but is no longer used in direct instruction in the classroom setting)

Members of the Committee:

Signature	Role
_____	Student
_____	Parent
_____	Community Member
_____	Community Member
_____	Library Media Specialist/Teacher
_____	Teacher
_____	Administrator
_____	Library Media Supervisor

Secret Ballot Vote - Book Reconsideration : DISTRICT Level

Title of Book and Author: _____

Date of District Committee Meeting: _____

Please select your vote to determine one of the following actions.

_____ Take no action (resource remains in circulation/instructional use)

_____ Remove the resource (take out of library and instruction)

_____ Move to another grade level (resource is better suited for circulation
/instruction at another grade level)

_____ Limit instructional use (resource remains in circulation in the library
but is no longer used in direct instruction in the classroom setting)

Final Decision - Book Reconsideration, Record of Tallied Votes : DISTRICT Level

Keep On File As Record of Decision

Title of Book and Author: _____

Date of District Committee Meeting: _____

_____ Take no action (resource remains in circulation/instructional use)

_____ Remove the resource (take out of library and instruction)

_____ Move to another grade level (resource is better suited for circulation /instruction at another grade level)

_____ Limit instructional use (resource remains in circulation in the library but is no longer used in direct instruction in the classroom setting)

Members of the Committee:

Signature	Role
_____	Parent
_____	Community Member
_____	Community Member
_____	Library Media Specialist
_____	Teacher
_____	Administrator
_____	Supervisor of Library Media
_____	Coordinator of Instruction
_____	Assistant Superintendent of Instruction