

Deselection Policy

Section I :

The purpose of this policy statement is to provide guidelines for the deselection and review of various categories of instructional resources. This includes a variety of learning resources. This policy outlines the responsibilities, objectives, criteria for deselection, as well as procedures for both deselection and reconsideration of resources.

Section II:

Instructional resources are defined as all resources designed to support the instruction of a subject or course including but not limited to textbooks, library books, newspapers, magazines, printed materials, charts, recordings, videos, DVD's, pictures, exhibits, slides, transparencies, online resources, speakers and other personnel resources and all technology-based materials.

Section III:

Responsibility for the Deselection of Instructional Resources

The School Committee is legally responsible for the deselection of instructional resources. While maintaining oversight of the deselection policy, the School Committee delegates the responsibility for the deselection of all instructional materials to the Superintendent. The Superintendent creates administrative procedures identifying those individuals to be defined in the deselection process. The deselection process is a collaborative effort involving administrators, faculty, students and community members. Responsibility for the actual deselection of instructional materials rests with School District curriculum committees which include representatives of those professionals who will be implementing or instructing with materials.

The Superintendent shall be authorized to sell, lease, change in use, or other disposition such personal estate devoted to school use upon the recorded vote of the School Committee taken at a public meeting. Such vote shall specify at least generally the terms, conditions, manner of sale, lease, disposal or change in use, and describe at least generally the particular property to be sold, leased, disposed or its use changed. Any proceeds realized by a sale should be applied to the Town General Fund.

Section IV:

Criteria for the Deselection of Instructional Materials

Responsibility for the actual deselection of instructional materials rests with School District curriculum committees which include representatives of those professionals who will be implementing or instructing with materials. Content that:

- A. Is misleading or factually inaccurate information

- B. Contains racial, cultural or sexual stereotyping
- C. Is biased
- D. Is worn and beyond mending or rebinding
- E. Is superseded by new edition or much better resource
- F. Is obsolete and of no discernible literary or scientific merit and of ephemeral interest at some time in the past
- G. Is not relevant to the curriculum or school supported extracurricular activities
- H. Has not circulated for extended period of time
- I. Is irrelevant to the needs and interests of community

Section V:

Procedures for the Deselection and Disposal of Instructional Materials

- A. In deselection of instructional resources, professional personnel will evaluate resources and curriculum needs and will adhere to the above criteria in consultation with the Assistant Superintendent for Curriculum and Instruction.
- B. All deselected items will be clearly marked as discarded.
- C. When appropriate, deselected materials shall be donated to students and the community, recycled or destroyed.
- D. Disposal of assets must adhere to the Town Charter, School Committee Policy, the District's internal control procedures set forth by the Business Office, and in compliance with General Accepted Auditing standards.
- E. No assets can be disposed of without documentation and written approval by the Superintendent's Office.

Definitions:

Internal controls are policies and **procedures** put in place to ensure the continued reliability of accounting systems. Accuracy and reliability are paramount in the accounting world. Without accurate accounting records, managers cannot make fully informed financial decisions, and financial reports can contain errors.

Approved 1/5/2017