

Hamilton County Board of Education			
Monitoring: Annually, in November	Descriptor Term: Selection of Instructional Materials (Other than Textbooks)	Descriptor Code: 4.402	Issued Date: 12/16/04
		Rescinded:	Revised: 12/13/18

1 The Board will seek to provide a wide range of instructional materials¹ on varying levels of difficulty,
2 with diversity of appeal, and the presentation of different points of view.

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4 Teachers, school administrators, and instructional supervisors/specialists will work together to select
5 appropriate high-quality instructional materials. Such materials could include (but are not limited to)
6 books, magazines, newspapers, journals, and video, audio, digital, and web resources.

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8 Selection of instructional materials will be based on the criteria listed below and should be
9 continuously re-evaluated in relation to changing curriculum content, pedagogical research, and the
10 needs of students, teachers, and administrators.

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12 All resources used during a course of study or in conjunction with school-wide activities will be openly
13 disclosed to parents/guardians and other stakeholders sufficiently in advance of their use with students
14 for parents to request an alternate assignment should they have a concern about the selected materials.
15 (See note below regarding parental disclosure for Library Collection and Optional Materials.)

16 Alternate assignments will receive the same level of instructional and assessment rigor as the primary
17 assignment.

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19 Instructional materials prescribed within the established curricula for Advanced Placement, dual
20 enrollment, dual credit and International Baccalaureate Programme courses are on a post-secondary
21 level and are considered appropriate for this level of academic endeavor. Enrollment in these courses
22 constitutes acceptance of the instructional program. Alternate assignments will not generally be
23 available for this level of coursework.

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25 The Director of Schools, or a designee, will establish an administrative procedure for review and
26 selection of materials subject to this policy. Particular attention will be paid to addressing the
27 suitability of instructional materials that include content which might be considered sensitive by
28 parents or students (for example, materials that contain **coarse language, graphic violence, explicit**
29 **sexual content, illegal use of drugs or alcohol**). The Director of Schools, or a designee, will also
30 establish a procedure for the reconsideration of approved materials as may be requested by parents or
31 staff members.

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33 **CRITERIA FOR SELECTION**

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- Educational purpose (as defined by state standards)
 - Contribution the subject matter makes to the curriculum and to the interests of the students
 - Appropriateness to social, emotional, and intellectual level of intended audience
 - Favorable reviews found in standard selection sources
 - Favorable recommendations based on preview and examination of materials by professional personnel
 - Reputation and significance of the author, producer, and publisher
 - Validity, currency, and appropriateness of the material
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- 1 • Contribution the materials makes to the breadth of representative viewpoints on controversial
- 2 issues
- 3 • High degree of potential user appeal
- 4 • High artistic quality and/or literary style
- 5 • Quality and variety of format
- 6 • Value commensurate with cost and/or need
- 7 • Timeliness or permanence of the content
- 8

9 **LIBRARY COLLECTION AND OPTIONAL MATERIALS**

10 Parental disclosure and prior notice does not include books located in the school library or classroom
 11 that are intended to provide *optional* reading material on each students individual reading level. These
 12 books will continually be monitored; however, there may be sensitive content contained in these books
 13 that was not previously reviewed by school personnel. Parents should alert the administration about
 14 any sensitive content that is found in these optional materials. Administration will then undertake the
 15 reconsideration process as outlined in Policy 4.403.

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40 Legal References and Cross References:

- 41
- 42 1. TRR/MS 0520-1-3-.07(3)
- 43 2. TCA 49-3-359
- 44 3. Board Policy 4.403 – Reconsideration of Instructional Material and Textbooks
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