

## Policy -- 2310

### Instruction

#### Instructional and Media Resources

Each school shall be provided with a variety of textbooks and other learning resource materials, to meet the unique needs of the students, staff, and parents. A library/media center will be used to support and extend the classroom program of instruction. Print and non-print materials, audio-visual equipment, instructional media, software, internet resources, and other instructional will be catalogued in a manner that will enable such materials, equipment, and supplies to be accessible to students and teachers throughout the school year.

The superintendent and principals shall establish procedures for the selection of materials. Citizens who wish to express a concern about specific material included in the collection may do so according to the policies and procedures of the board of trustees. Should a citizen wish to make a formal protest regarding specific material used in the school system, he/she must use the form for requesting reconsideration of instructional and/or media materials. These forms are available in the district office or on the district website.

A committee composed of the district media specialist, building administrator, relevant staff and parents will be appointed by the superintendent or designee.

A request to remove an item from the schools or limit its use will be acted upon by the committee. A written decision will be delivered to the complainant within 60 calendar days. Any appeal of this decision must be delivered in writing to the superintendent within 14 calendar days. The Board will make final decisions on appeals.

#### Policy History

Adopted: January 1995

Amended: March 2016