

## **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 reviews, recommended lists, standard bibliographic tools, 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.

In the event that individual parent requests that his/her child not have to utilize a specific supplemental resource because of the religious, ethnic, or personal values of the student or parent, an alternative assignment will be provided upon request to the appropriate certified staff member.

## **Request for Reconsideration of Supplemental Learning Resources**

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

### **I. School Level**

Any member of the school community (administrators, faculty, staff, parents, or students) may request reconsideration of supplemental learning resources. Challenges may only be issued at the home/base school of the requestor.

The staff member receiving an objection 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 person should be referred to an administrator who shall explain the selection and reconsideration process.

If, after consultation and after reading, viewing, or listening to the material in its entirety, 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. (Attachment A).

The material in question 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 **Challenge to Supplemental Learning Resource Report** shall be completed, signed by the requestor, and filed with an administrator within **5** 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 school-level Review Committee will be chaired by the system Elementary, Middle, or High School Coordinator who will vote only in case of a tie. The school-level committee will consist of the following individuals appointed by the principal

- *A school administrator*
- *A teacher*

- *A student (with parental permission)*
- *A library media specialist*
- *Three (3) representatives from the school's community (cannot be school or Board of Education employee)*

A meeting of the school-level Review Committee will occur **within 4 weeks** of the principal's receipt of the completed **Challenge to Supplemental Learning Resource Report**. All school-level Review Committee members and the requestor will be notified of the time and place of the scheduled meeting and invited to attend. Meetings will only be scheduled and heard during approved school calendar days.

Prior to the committee meeting, each committee member shall read, view, or listen to the material in question 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. The requestor may address the committee in person or the committee can refer to the requestor's concerns as listed in the **Checklist for Supplemental Learning Resources**, (Attachments B) in judging the material for its strength and value as a whole and not in part, and render a majority decision, deciding to:

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

**Within 5 school days** of the committee's decision, the chairperson shall notify the requestor in writing of the decision reached and advised of the right to appeal.

A written request of appeal to the Superintendent must be made **within 10 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 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 employees of the school or the Board of Education.)*
- *Two (2) members of the community (cannot be an employee of the school or the Board of Education.)*
- *One (1) teacher from the grade level from which the appeal originated*
- *One (1) system Library Media Specialist (not employed at the school from which the appeal originated.)*
- *1 Shelby County principal from the grade level from which the appeal originated*
- *Shelby County Library Media Supervisor*

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

**Within 10 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; discuss the materials relative to values and faults, appropriateness to curriculum, etc.; render a majority decision to:

- (1) take no removal action,
- (2) remove the challenged material from circulation,
- (3) limit the instructional use of the challenged material without removal from 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 results of the system-level review committee are final.**

**Shelby County Schools**  
**Challenge to Supplemental Learning Resource Report (Attachment A)**

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

School: \_\_\_\_\_ Date objection was filed: \_\_\_\_\_

Title: \_\_\_\_\_ Media Format: \_\_\_\_\_

Author or Producer: \_\_\_\_\_

Date of Publication or Production: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Does the person representing this request represent a group or organization? \_\_\_ Yes \_\_\_ No

If so, please identify the name of the organization: \_\_\_\_\_

Was the Shelby County selection process explained? (Circle one) Yes No

PLEASE ANSWER THE FOLLOWING QUESTIONS. (Attach additional sheets if needed.)

Please cite the specific page(s) and/or incidents from the work to which you object and explain your objections.

\_\_\_\_\_

What do you identify as the theme of the material?

\_\_\_\_\_

What positive aspects do you identify?

\_\_\_\_\_

For what age group would you recommend this material?

\_\_\_\_\_

Do you wish to make an oral presentation to the committee?

\_\_\_\_\_

Requested Action: (Circle One)

Remove from circulation      Limit instructional use      Move to another grade level

My signature below and the filing of this Request for Reconsideration indicate that I have read, viewed, or listened to the material in its entirety. I have also read reviews by critics and/or experts in the field.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Person filing report: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date report submitted to administrator: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

**Shelby County Schools  
Checklist for Committee  
Reconsideration of Supplemental Learning Resources**

**Title:** \_\_\_\_\_

**Author/Producer:** \_\_\_\_\_

**Purpose**

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

**Authenticity (Non-Fiction)**

- Is the author competent and qualified in the field?
- 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?
- Is it appropriate to the level of instruction intended?
- Are the illustrations appropriate to the subject and the age levels?
- 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?

**Reviews**

- Source of review:
- Favorable or unfavorable review?
- Does this title appear in one or more reputable selection aides?
- List the aides in which it appears.

**Notes:** \_\_\_\_\_

---

---

---

---

---

**Recommendation by Committee:**

Take no action

Remove from circulation

Limit instructional use

Move to another grade level

**Date:**

**Committee Members' Signatures:**