

It is the policy of the Monhegan School to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view (and to allow review of allegedly inappropriate instructional materials).

The Monhegan School encourages parents to view all materials being used by their children.

I. Responsibility for Selection of Materials

- A. The School Committee is legally responsible for all matters relating to the operation of Monhegan School.
- B. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the teacher. The term "text materials" includes textbooks and other print and non-print material provided for use of a total class or a major segment of such a class.

II. Objectives of Materials Selection

The objectives of selecting, purchasing, and using materials in the school classroom will be:

- A. To implement and enrich the curriculum, providing for individual's varying interests, abilities, and skills.
- B. To help children develop an intellectual, cultural, moral, and spiritual understanding of the community and world in which they live.
- C. To provide materials that will stimulate growth of knowledge, literary appreciation, aesthetic values, and ethical standards.
- D. To provide materials which are representative of the many religious, ethnic, and cultural groups and their contributions to American and world heritage.
- E. To have appropriate materials available on opposing sides of controversial issues so that individuals may develop an analytical thought process to arrive at conclusions.

- E. To provide materials which will promote and foster reading as recreation and life-long pleasure.
- F. To place principle above personal opinion and reason above prejudice in the selection of materials appropriate for each grade, and assure that the material selected is of the highest quality.
- H. To support and be consistent with the general educational goals of the school and the objectives of specific courses.
- I. To meet high standards of quality in factual content and presentation.

III. Selection Procedure

- A. The Selection Committee shall consist of the teacher or teachers of the grade involved; community members may be additional members of the committee.
- B. Reviews appearing in professional selection aids will be used to evaluate material whenever possible.

IV. The Review Committee

- A. The Review Committee shall be composed of one School Committee member, two community members, two educators not from Monhegan staff, and one member of the Monhegan teaching staff.
- B. The School Committee member will chair the Review Committee and will be appointed to the position at the annual organizational meeting of the School Committee.
- C. Whenever it becomes necessary for a Review Committee to be formed, the chair of the committee will contact the Superintendent and together they will select the membership of the committee.

V. Handling of Challenged Materials

Occasionally objections to a selection may be made by an individual, despite both the care taken to select valuable materials for students and teacher use and the qualifications of the persons who select the materials.

If a complaint is made, the procedure to be followed is:

- A. Complaints should first be brought to the attention of the teacher using the materials.
- B. Any individual wishing to pursue a complaint further must file his/her objection in writing, which will be submitted to the Superintendent. The Superintendent will initiate the Review Process within one week of the receipt of the complaint by contacting the chairperson of the Review Committee and the School Committee.
- C. Material shall remain in use until a decision has been reached by the Review Committee and/or the School Committee.
- D. If a parent has objection to the required material being used in the classroom for his/her child, that parent may ask for alternative materials for his/her child.
- E. Members of the Review Committee will individually review and examine the challenged materials before meeting as a committee at a time and place established by the chair. At the first meeting of the Review Committee, the complainant and a member of the Selection Committee which approved the material will present their testimony to

the Review Committee. The Review Committee may refer to any resource they deem appropriate and helpful.

- F. The decisions of the Review Committee will be based on the material as a whole, not on portions pulled out of context.
- G. The Review Committee will meet within two weeks of the first meeting to discuss the challenged material and draft a written report stating their decision and detailing the reasons for their decision.
- H. The report of the Review Committee shall be forwarded within four (4) working days to the Superintendent of Schools, who will inform the complainant of the results within seventy-two (72) hours.
- I. If the complainant or the Selection Committee is not satisfied with the decision, within five (5) school days, either may submit to the Superintendent a written request that the decision be placed on the agenda of the next scheduled School Committee meeting for review. In the event that the issue is considered by the School Committee, all pertinent materials will be given to the School Committee.

VI. Addendum

- A. A decision by either the Review Committee or the School Committee to uphold a complaint shall not be necessarily interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of materials.
- B. During the course of any school year, any material will be reviewed only once for the same area of concern.

Adopted: spring, 1989

Revised: probably April 1996