

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		Rescinded:	Revised: 12/08/2022

1 The Board will seek to provide a wide range of instructional materials on varying levels of
 2 difficulty, 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
 5 select appropriate high-quality age appropriate instructional materials. Such materials could
 6 include (but are not limited to) books, magazines, newspapers, journals, and video, audio,
 7 digital, and web resources. These materials may be in the library, reading centers, or teacher’s
 8 classrooms.

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

13
 14 All resources used during a course of study or in conjunction with school-wide activities will
 15 be disclosed to parents/guardians and other stakeholders sufficiently in advance of their use
 16 with students for parents to request an alternate assignment should they have a concern about
 17 the selected materials. (See note below regarding parental disclosure for Library Collection
 18 and Optional Materials.) Alternate assignments will receive the same level of instructional and
 19 assessment rigor as the primary Assignment.

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

26
 27 The Director of Schools, or a designee, will establish an administrative procedure for review
 28 and selection of materials subject to this policy. As set forth below, particular attention will be
 29 paid to addressing the suitability of instructional materials that include content which might be
 30 considered offensive to community standards by parents or students (for example, materials
 31 that contain coarse language, graphic violence, explicit sexual content, illegal use of drugs or
 32 alcohol). Approved materials may be reconsidered per Board Policy Number 4.403.

33
 34 **CRITERIA FOR SELECTION OR RECONSIDERATION OF MATERIALS**

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 36 The Board recognizes that some materials, even if they have educational merit, may not be
 37 suitable for inclusion in the instructional program of the school or in the library. When
 38 initially selecting materials, accepting donations of materials, or reviewing materials for
 39 their continued use per Board Pol. No. 4.403, the administration will consider the following

40 criteria:

- 41 • Educational purpose (as defined by state standards)
- 42 • Contribution the subject matter makes to the curriculum and to the interests of the
- 43 students
- 44 • Appropriateness to social, emotional, and intellectual level of intended audience
- 45 • Favorable reviews found in standard selection sources
- 46 • Favorable recommendations based on preview and examination of materials by
- 47 professional personnel
- 48 • Reputation and significance of the author, producer, and publisher
- 49 • Validity, currency, and appropriateness of the material
- 50 • Contribution the materials make to the breadth of representative viewpoints on
- 51 controversial issues
- 52 • High degree of potential user appeal
- 53 • High artistic quality and/or literary style
- 54 • Quality and variety of format
- 55 • Value commensurate with cost and/or need
- 56 • Timeliness or permanence of the content
- 57 • The extent to which the content may be considered offensive to contemporary standards,
- 58 i.e., graphic depictions of violence or sex, etc.; provided, however, that otherwise
- 59 offensive materials may still be used if their relative literary value, as measured in part by
- 60 the criteria above, outweighs the offensiveness of the content; the further provided that
- 61 the judgment of the Board, acting per Board Pol. No. 4.403, shall be final.
- 62

63 **LIBRARY COLLECTION AND OPTIONAL MATERIALS**

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65 Parental disclosure and prior notice do not include books located in the school's library
66 collection that are intended to provide *optional* reading material on each student's individual
67 reading level. However, schools shall maintain a list of all materials covered by this policy
68 including those located in libraries, reading centers, or classrooms. This list will be posted on the
69 school's website.

70
71 The Administration will develop procedures to ensure that these materials will be monitored and
72 reviewed, and no donated materials will be entered into the library or classroom collections
73 without consideration of the criteria above; however, there may be sensitive content contained in
74 these books that were not previously reviewed by school personnel. Parents should alert the
75 administration about any sensitive content that is found in these optional materials. The
76 Administration will then undertake the reconsideration process as outlined in Policy 4.403.

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81 Legal References and Cross References:

82 1. TCA 49-3-359

83 3. Board Policy 4.403 – Reconsideration of Instructional Material and Textbooks