



Administrative Regulation 6232-AR(1): Learning Resources Selection - Process

Status: ADOPTED

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Learning Resources

There are two (2) types of learning resources within Natrona County School District, primary and supplementary.

1. The district primary learning resources selection process shall identify the core program's primary learning resources for Natrona County School District (NCSD). Primary learning resources may include, but not limited to: textbooks, supplementary reading, media, and digital resources/software. Primary learning resources do not include equipment consumables, and/or digital devices (technology displays, projectors, probes, global position units, display cameras, etc.).

The Board of Trustees delegates the responsibility for the selection of primary learning resources to the professional staff employed by the school system, and declares that selections shall be made according to criteria and procedures.

2. The term "supplementary learning resources" will refer to any resources (whether acquired or locally produced) with instructional content that is used for formal or informal teaching/learning purposes as the primary resource.

Primary Learning Resource Selection Process

The Teaching and Learning Department, the Research and Assessment Department, and/or Special Services Department shall convene the NCSD Subject Area Committee (SAC) for each of the ten (10) content areas. The SAC shall include adequate representatives (teachers, administrators and other certified staff) from each of the NCSD school levels.

The Associate Superintendent or designee shall prepare a budget for purchase of the recommended primary learning resources. Costs shall reflect the per-pupil expenditure needed to provide the primary resources. In the event that an independent adoption process is established outside of the NCSD curriculum development and revision cycle, the detailed cost guidelines still apply. In a year in which there is more than one major adoption, the Associate Superintendent or designee will identify a distribution of funds to each needed resource area. The development of any new course and/or additional sections that are created by expanding a course offering directs fiscal responsibility for resources to the individual school. Any of the district inventory for primary resources that have been purchased as an identified district purchase will be redistributed to necessary schools as populations shift within NCSD.

The NCSD SAC shall consider the following when recommending primary learning resources for recommendation to the Associate Superintendent of Curriculum and Instruction to bring forward:

- Alignment of primary learning resources with the Wyoming Content and Performance Standards and the written district curriculum, available resources and curriculum needs, and cognitive research in the content areas.
- The capacity of the primary learning resources to meet the educational needs of the students typically served by the district
- When appropriate, the availability of intervention materials aligned to the primary core program materials.
- How the primary learning resources support K-12 articulation of instruction.

While the committee is charged with recommending the most aligned and appropriate resources for the district, the committee must take into consideration the allocated amount provided for primary learning resources purchase.

Primary learning resources are to support, enrich and help to implement the educational program of the district through the interaction of professional personnel and other members of the school community. It is the duty of the NCSD professional staff to provide students with a wide range of primary learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view.

The SAC shall function without being subjected to any pressure from any source. The SAC shall help to ensure equity in publisher access. Publishers shall not contact schools directly unless arranged by the Associate Superintendent or designee.

Adoption of Primary Learning Resources

The NCSB SAC, shall present the primary learning resource review process, information about committee membership, and the final recommendations for the primary resources adoption to the NCSB Teaching and Learning Director, Associate Superintendent, or designee. The final selection and presentation of this information is presented to the NCSB Board of Trustees.

The Teaching and Learning Department shall maintain a display of sample primary learning resources being considered for adoption. The primary learning resources under consideration shall be available for a minimum of 21 days for interested staff, students, parents and residents to review, study and make suggestions. Comments and recommendations will be given thorough consideration by the Teaching and Learning Department and SAC. ②

These primary learning resources will be available at the NCSB Central Facility.

The Teaching and Learning Department shall publicize information concerning the review of primary instructional resources to school personnel and the community via the NCSB Public Relations Office.

After the public display of primary resources has concluded. The Associate Superintendent or designee will present a formal recommendation to the Board of Trustees. Each school will be responsible for acquiring quotes and ordering materials for the approved resources via a plan that is submitted to the Teaching and Learning Department

Objectives for Selection of Primary Learning Resources

The following objectives will be used, as they apply, for the selection of primary learning resources:

- Provide primary learning resources that will stimulate growth in knowledge, critical thinking, problem-solving, literary appreciation, aesthetic values, and societal standards.
- Provide primary learning resources on various sides of controversial issues so that young citizens may have an opportunity to develop, under guidance, the practice of critical analysis and to make informed judgments in their daily lives.
- Provide primary learning resources representative of the many religious, ethnic, and cultural groups and their contributions to our national heritage and the world community.
- Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

Criteria for Selection of Primary Learning Resources

The following criteria will be used, as they apply, for the selection of primary learning resources:

- Support and enrich the educational standards of the State and the District.
- Reflect high standards of quality to every extent possible in presentation, physical format, educational significance, readability, authenticity, artistic quality and/or literary style, factual content, technical quality, current research, relevance, and rigor.
- Be appropriate for the subject area age, emotional development, ability level, learning styles and social development of the students for whom the learning resources are selected.
- Be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.
- Primary learning resource selection on controversial issues will be directed toward maintaining a balanced collection representing various views.
- Learning resources shall be available to provide information on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.
- Learning resources shall clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic conditions.
- Gift materials shall be judged by established criteria and shall be accepted or rejected by those criteria.

Care of Learning Resources

Library books, textbooks, and other educational resources are loaned to the staff and students for their use and shall be returned or redistributed when requested by district authorities. Staff shall emphasize to students that texts and resources are the School District's property, and should be appropriately cared for. Students and staff are responsible for all replacement costs of any book or educational resource lost or damaged beyond ordinary wear.

Students who fail to return textbooks and resources are responsible for payment and/or replacement costs. School

personnel who fail to return district-purchased textbooks and resources will have the individual school's budget held responsible for all associated replacement costs.

Discard of Learning Resources

- Selection is an ongoing process that should include the removal of materials no longer appropriate (no longer meeting the selection criteria) and the replacement of lost and worn materials still of educational value. This is an integral part of the selection process in order to provide the highest possible degree of excellence in serving students and teachers.
- Any books that are outdated, no longer used in the curriculum, or are unrepairable may be made available to teachers and the students in that scholastic area or age group to take home if they desire or sent to the District for its annual book discard. A stamp of "Discard" must be placed on each book.
- Resources, which in the judgment of the District are biased, inaccurate or otherwise inappropriate for student use, may be discarded without being made available to students.
- A media release shall be issued stating the time and place for the public to obtain these books at no cost.
- Library Media:
 - A review of each school's library media materials collection for the purpose of removing worn, unused and outdated materials shall be made periodically by library personnel.
 - Any media materials that are outdated, no longer used, or are unrepairable, may be made available to the students in that school to take home if they desire, or may be sent to the District for its annual book discard event. A stamp of "discard" must be placed on each item.
- Any software or other learning resources that are outdated, no longer supported by the vendor, incompatible with current district technology, or no longer used in the curriculum, may be made available to students or teachers to take home if they desire, or sent to the District for its annual book discard. Any software given away must be compliant with its EULA (end-user license agreement).

Guiding Principles for Objection of Learning Resources

There may be objections to certain textbooks or other books or non-book materials either utilized in the classroom or in the library media center. Any resident or employee of the school district may raise an objection to learning resources used in a school's educational program despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure and observed the criteria for selecting learning resources.

A parent has the right to determine reading, viewing or listening matter for his/her own children; however no parent has the right to determine reading, viewing or listening matter for students other than his/her own children.

Request For Informal Reconsideration of Learning Resources

If an informal reconsideration request is requested, all potentially involved personnel - classroom teacher, media center staff, principal, and superintendent will be notified immediately.

The school receiving a complaint regarding a learning resource shall try to resolve the issue informally; however, in all cases the Superintendent and the Board shall be informed through the Associate Superintendent that a complaint has been filed.

The principal or other appropriate staff shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.

The principal or other appropriate staff shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.

If the questioner wishes to file a formal challenge, a copy of the District "Request for Reconsideration of Learning Resources" form shall be provided to the party concerned by the principal. (Attachment: Reconsideration Form)

Request for Formal Reconsideration of Learning Resources

If a formal reconsideration form is submitted, all potentially involved personnel - classroom teacher, media center staff, principal, and superintendent will be notified immediately.

All formal objections to learning resources must be made on the "Request for Reconsideration of Learning Resources" forms.

The "Request for Reconsideration of Learning Resources" form shall be signed by the questioner and filed with the principal. The request for reconsideration shall be referred to the Superintendent or his/her designee.

Additionally, if the form is incomplete or lacks sufficient detail, it will be returned to the questioner for revision prior to the start of the reconsideration process.

Materials being reviewed for reconsideration will remain in the location and are available for usage during the review process. With the exception of material that is highly polarizing, districting, or disruptive to the school district may be removed by the superintendent from circulation until the reconsideration committee makes a determination.

The Reconsideration Committee

Upon receipt of a request for formal reconsideration of a learning resource, the Superintendent or his/her designee shall:

- Note: All of the following timelines will be extended if NCS D experiences a non operational condition or a planned 'extended break' or planned professional development/preparation days to include but not be limited to:
 - unplanned emergencies or crisis events
 - inclement weather
 - NCS D planned professional development days or preparation days
 - NCS D identified holidays
 - NCS D extended breaks (Thanksgiving Break, Winter Break, and Spring Break)
- Within fourteen (14) calendar days of receiving the formal request, appoint a reconsideration committee including the following membership as appropriate:
 - Appropriate NCS D supervisor/chairperson (current administrator)
 - representative of an NCS D department
 - An additional 'department observer'
 - may be appointed if NCS D is planning for transition of responsibility within the department
 - this role yields no authority to interact, vote or contribute at any level in the process - truly an observer to operate the chairperson role
 - Two (2) NCS D building principals and/or directors (current administrators)
 - Two (2) community persons residing within the county
 - Two (2) NCS D classroom teacher/s and/or certified employees from an appropriate school
 - One (1) classroom teacher selected by the NCEA president
 - One (1) classroom teacher or certified employee (not an administrator) selected by the Superintendent or designee
- Committee representation consists of seven (7) members including the supervisor/chairperson who must be present. If the membership experiences an absence of a committee member(s), the committee chair may request an exception to have (7) members present and/or a reasonable adjustment to the timeline stated in this administrative regulation from the Superintendent or Superintendent's designee to proceed.
- Legal counsel may be appointed as a resource for guiding the committee on all relevant laws, statutes, and meeting processes germane of the topic.
- The reconsideration committee shall be provided copies of the material in question. If hard/physical copies are not available, electronic copies may be substituted. All copies will represent the challenged edition and publication date. The review committee shall be provided twenty-one (21) calendar days to review the material in question once provided the material.
 - If challenged editions become unavailable for the committee members, the timeline may be reasonably extended to allow the 'sharing' of the resources
- The superintendent or designee shall arrange for a reconsideration committee meeting within fourteen (14) calendar days after the conclusion of the deadline for the committee to have reviewed the material in question.
- The reconsideration committee may choose to consult District support staff and/or community persons with related professional knowledge.
- The reconsideration committee shall review and examine the challenged resource and judge whether it conforms to the NCS D-outlined principles of selection. The committee shall determine whether or not to withdraw the material.
- If two or more requests and/or three or more learning resources are submitted simultaneously this process will be followed and two resources will be considered at a time, in chronological order. The learning resources will be reviewed in alphabetical order within the same submission for reconsideration. The exception to

alphabetical order will occur if a series of book titles are submitted simultaneously, they will be reviewed in the order of the series. The timeline described in this regulation will be adjusted accordingly and communicated.

Resolution

The reconsideration committee shall:

- Examine the challenged resource by conducting the following:
 - include all relevant policies, administrative procedures, and/or standard operating procedures: e.g. - controversial issues, learning resources selection - school library, etc.
 - Determine professional acceptance by reading critical reviews of the resource.
 - Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context.
 - Discuss the challenged resource in the context of the educational program.
 - May discuss the challenged item with the individual questioner when the committee deems it appropriate.
 - May discuss the challenged item with the involved school personnel and/or district resources when the committee deems it appropriate.
 - After having read and reviewed the challenged materials, will check the information made available by the media specialist or curriculum director on the general acceptance of the materials by reading reviews and selection aids.
 - The members who have read and reviewed the materials in their entirety will weigh their values and faults against each other and form individual opinions based on the materials as a whole.
 - The committee will operate in open session but may deliberate in a closed session.
 - The decision of the committee will be the majority of the seven (7) and will be determined by an anonymous poll of the committee's members.
 - The decision of the committee shall be made verbally in public.
 - After concluding the verbal decision of the committee, the supervisor or chairperson of the committee within thirty (30) calendar days prepares a written report.
 - The written report
 - shall be submitted to the Superintendent or his/her designee
 - and summative communication will be provided to the impacted principal, staff member, and the questioner within 2 days by the Superintendent or his/her designee.
 - shall be discussed with the impacted principal, staff member, and the questioner following the request appointed Designee.
 - will be posted on the NCSD website within 10 days by the Superintendent or his/her designee.
 - The decision of the reconsideration committee is binding for the entire District for a period of two (2) years.; therefore, no materials, which have been formally reviewed, shall be reconsidered for a period of least two (2) years.
 - Notwithstanding any procedure outlined in this regulation, the questioner or staff members using the material shall have the right to appeal any decision of the reconsideration committee to the Board of Trustees as the final review panel.
 - A written appeal must be submitted within fourteen (14) calendar days of an individual receiving the written report
 - The written appeal will be submitted to the NCSD Superintendent and the Board of Trustee Chairperson.
 - The Board of Trustees will review the appeal using procedures the Board Chair deems appropriate

This revised regulation will go into effect on May 2, 2023. Any request for reconsideration of learning resources submitted prior to this date will be reviewed using Administrative Regulation 6232 dated last revised on October 20, 2022.

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October 20, 2022
April 13, 2023
May 2, 2023

Supporting Documents

 Request for Reconsideration of learning resources 10-21-22 (1)

**ATTACHMENT
REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

If this form is incomplete or lacking sufficient detail, it will be returned to the questioner for revision prior to the start of the reconsideration process.

Resource/Material/Program Information:

Title _____
Edition Date _____
Type of resource/material/program (print, non-print) _____
Author _____
Producer (films, etc.) _____
Publisher _____

Questioner Information:

First and Last Name _____
Telephone _____
Physical Address (Not P.O. Box) _____
City _____, WY
Zip Code _____

Questioner represents: Individual ___ Organization ___ Other group ___
If representing an organization or other group, please provide the name of the group.

To what in the resource/material/program do you object? (please be specific)

What do you feel might be the result of using this resource/material/program?

Would you consider this resource/material/program appropriate for another age group? (If so, please indicate the age group.)

Did you review the entire resource/material/program or only certain parts? If so, what parts were reviewed?

Please identify the location of the resource/material/program. (e.g. building site, library, classroom, grade level.)

What do you believe is the intent of this resource/material/program?

What would you like the district/school to do about the resource/material/program?

_____ do not assign it to my child or

_____ reconsider materials in terms of educational appropriateness.

Do you know of a resource/material/program that would be suitable in this area of Curriculum? _____

If so, please list.

Submit to the building administrator or district administration.

Questioner Signature: _____

Date: _____