

**SELECTION OF TEXTBOOKS, ELECTRONIC TEXTBOOKS,  
AND SUPPLEMENTARY MATERIALS**

Instructional materials, including media materials, technology, and other student support services shall be selected for the School District in accordance with the following principles:

- A. Such instructional materials (print and nonprint) shall be chosen for values of interest and enlightenment of all students in the community. Instructional materials shall not be excluded because of the race, nationality, or the political or religious views of the writer.
- B. Efforts will be made to provide material that presents all points of view concerning the problems and issues of our times, international, national, and local. Books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan doctrinal approval or disapproval.
- C. Censorship of instructional materials shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.
- D. The District's mission and strategic plan shall be supported;
- E. The standards specified in the course of study and the learning needs of students shall be supported.
- F. The credentialed staff shall be included in the selection.

Textbook and Electronic Textbook Adoption Procedures

The Superintendent may establish textbook and/or curriculum committees, which include representation of teachers who use the texts, administrators, other staff members, and parents. Students and parents may also be asked to serve on these committees.

A student or his/her parent(s) may purchase a copy of the duly-adopted textbook, regardless of format, for the District's purchase price, including shipping and handling plus ten percent (10%).

The final decision on the recommendation of textbooks rests with the Superintendent, subject to official adoption by the Board.

Necessary textbooks shall be furnished free of charge to the students. Further, all such textbooks shall be the property of the District.

A list of all approved textbooks shall be maintained in the Office of the Superintendent.

Procedure for Use of Non-District Materials

- A. No print, audio, video, or graphic materials which are not part of the District’s basic or supplementary materials are to be used with students without prior review and approval. Such review should be done using the appropriate form, first by the teacher(s) or counselor(s) who wish to use the material.
- B. The critical criteria by which such materials are to be reviewed are:
1. Relationship to the course of study;
  2. The uniqueness of the content and/or presentation that is not adequately provided in District materials;
  3. The appropriateness of the content and/or presentation for the maturity and comprehension levels of the students;
  4. The extent to which the content or presentation could create controversy among students, parents, and community groups;
  5. Each of the four criteria are to be rated according to the rating scale. In any situation in which the teacher has rated any of the four criteria 3 or higher, the use of the material must be approved by the building principal. If there is any concern on the part of the principal that the material might be inappropriate, s/he should personally review the materials, and if still uncertain, contact the appropriate Director.
  6. An ample supply of the appropriate forms is to be kept on file in the school office.

O.R.C. §§3329.05;3329.06  
O.A.C. §3301-35-06

Adopted: July 18, 2006