



Lincoln Public Schools
Lincoln, MA 01773

DRAFT 10/28/2016~~9/30/2016~~10/12/16

INSTRUCTIONAL MATERIALS

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These materials include print and/or digital textbooks and accompanying consumables, supplementary materials, library materials, and any other materials used to educate students. ~~These will be furnished by the~~The School Committee, subject to budgetary constraints, will furnish these materials.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school district. Because instructional programs and materials are of great importance, the School Committee expects the professional staff to select only those materials that are aligned with the following criteria~~will be approved by the School Committee:~~

1. They must support the District Strategic Objectives and the District Core Values.
2. They must present balanced views of international, national, and local issues and problems of the past, present and future.
3. They must stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
4. They must help students develop abilities in critical reading and thinking.
5. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
6. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity, physical disabilities or sexual orientation.
7. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

The Superintendent or designee shall establish a process and guidelines for the selection of major instructional materials, such as textbooks or comprehensive curriculum programs that educators will be required to use as part of the core curriculum.

SOURCE: Massachusetts Association of School Committees (MASC)

LEGAL REFS.: M.G.L. 71:48; 71:49; 71:50

Department of Elementary and Secondary Education (DESE) regulations
603 CMR 26.00

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

Adopted at School Committee Meeting of _____

**DRAFT 10/12/16**

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FILE: IJVersion A

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Adopted at School Committee Meeting of _____



Lincoln Public Schools
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FILE: IJVersion B.

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DRAFT 10/12/16

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INSTRUCTIONAL MATERIALS

The School Committee, in the context of the budget process, has the authority to determine what funds are available for the purchase of instructional materials. The professional staff of the school district have the authority to select all instructional materials, subject to whatever guidelines the Superintendent wishes to set. The School Committee encourages the Superintendent to include stakeholders in any decisions about broad commitments to particular curricular approaches.

All families have the right to request of teachers that their individual children have access to alternative instructional materials, if the families provide reasonable and timely notification that they object to specific materials. The Superintendent has the final authority in determining how to address complaints about the selection of instructional materials.
(eliminate policy KEC)

SOURCE: Massachusetts Association of School Committees (MASC)

LEGAL REFS.: M.G.L. [71:48](#); [71:49](#); [71:50](#)

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INSTRUCTIONAL MATERIAL SELECTION

PUBLIC COMPLAINTS ABOUT CURRICULUM OR INSTRUCTIONAL MATERIAL

I. GUIDELINES FOR MATERIAL SELECTION

It is the policy of the Lincoln Public Schools to establish procedures in the selection and approval of books and audio-visual equipment which will:

- A. Support and enrich all subjects of the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
- B. Present in fair perspective the culture, history, activities and contributions of persons and groups of different races, nationalities, sexes, religions and ethnic origins.
- C. Give extensive information and factual knowledge which will enable students to make intelligent judgments in their daily lives.
- D. Support and be consistent with the objectives and goals of specific courses of study approved by the School Committee.
- E. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards.
- F. Present aspects of social, economic, and political systems and issues so that students have practice, under guidance, in the processes of critical reading, thinking and evaluating.
- G. Offer the student an opportunity to develop an awareness of a social order which allows for the full development of the individual.
- H. Develop the life-long habit of wide reading which fosters freedom in the exchange of ideas.

II. RESPONSIBILITY FOR SELECTION

The purchase of instructional materials is legally vested in the School Committee. The Committee delegates to the staff the actual selection of materials. The staff chooses materials geared to the needs and interests of the student and faculty.

III. CRITERIA FOR SELECTION

- A. Criteria for the selection of materials consistent with the guidelines for materials and selection noted above should be based on the needs of the school, as determined from a knowledge of children.

- B. Suitable materials are selected according to grade and level of interest.
- C. A wide range of materials is provided for all levels of ability with a diversity of appeal and presentation of different points of view.
- D. Factual accuracy, authoritativeness, balance and integrity are required in the materials provided.
- E. Materials of high quality and superior format are chosen with consideration given to stimulating presentation, including imagination, vision, creativity, and style appropriate to the idea.

IV. PROCEDURES FOR HANDLING OBJECTIONS

- A. The suitability of particular books or other materials may be questioned by any parent, student, or citizen of the Lincoln or Hanscom communities. A Request Form for Re-evaluation of Materials is available at the Principals' offices. This form should be completed by the complainant and presented to the Principal who will forward a copy to the Superintendent.
- B. The material in question shall be reviewed by a committee composed of:

Principal
Subject teacher at the appropriate level
Parent representative(s) appointed by the appropriate parent group. On the Lincoln campus, this would be the PTA or METCO; on the Hanscom campus, this would be the Hanscom Parent Organization or the Hanscom Representatives to the School Committee.
Librarian

The review committee shall function at the call of the Principal upon receipt of a complaint. The material shall be considered with the specific objections in mind. The complainant shall have the opportunity to meet with the review committee as shall any other persons involved in the selection or use of the questioned material. The review committee shall endeavor to arrive at a decision as rapidly as possible and shall transmit its decision, including minority reports if any, to all interested parties. If the complainant is not satisfied with the decision of the review committee, he/she may ask for School Committee consideration of the matter. The School Committee's decision will be final.

- C. The staff shall have no obligation to remove material from use during the review process.
- D. The review of questioned materials shall be treated objectively and as an important matter. The best interests of the students, curriculum, the school and the community shall be of paramount importance.

V. INSTRUCTIONS TO EVALUATING COMMITTEE

- A. Bear in mind the principles of the freedom to learn and to read and base your decisions on these broad principles rather than on defense of individual material. Freedom of inquiry is vital to education in a democracy.
- B. Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and the collections in other schools.
- C. Passages or parts should not be pulled out of context. The values and faults should be weighed against each other, and the opinions based on the material as a whole.
- D. Your report, presenting both majority and minority opinions, will be presented to the Superintendent who will forward it to the School Committee for possible action.

See Also: Intellectual Freedom Documents of the American Library Association and The Student's Right to Read from the National Council of Teachers of English. (Both filed under "Reports" - Material Selection)

Approved at School Committee Meeting of August 17, 1979

Reaffirmed at School Committee Meeting of February 11, 1985

Education Laws and Regulations

Advisory on School Governance

<http://www.doe.mass.edu/lawsregs/advisory/cm1115gov.html#IVS>

Last updated November 1, 1995

IV. Selection & Purchase of Textbooks and Educational Materials

State law: The principal at each school, subject to the direction of the superintendent, shall, at the expense of the school district, purchase textbooks and other educational materials and supplies. The purchases must be within the budget approved by the school committee, and are to be made in accordance with the Uniform Procurement Act (G.L. c. 30B) and any purchasing guidelines adopted by the municipality. (G.L. c. 71, [[section]] 48)

Department of Elementary and Secondary Education recommendations: The principal, under the direction of the superintendent, is responsible for selecting and purchasing textbooks and other educational materials and supplies to be used by students in the school. The superintendent's involvement in the process is to ensure that the books and materials selected for any particular school are consistent with the educational goals and policies established by the school committee. The school committee, in approving a budget for the district, establishes the budgetary limits within which the principal and superintendent must operate.

G.L. c. 71, [[section]] 50 still permits the committee to make a change in the "school books used in the public schools" by a two-thirds' vote. We view that law as applying only to a textbook change that constitutes a significant shift in educational direction for the district. As a general rule, the school committee does not approve or reject textbooks and educational materials.

**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE XII** EDUCATION**CHAPTER 71** PUBLIC SCHOOLS**Section 37** Powers and duties; superintendent serving joint districts

Section 37. The school committee in each city and town and each regional school district shall have the power to select and to terminate the superintendent, shall review and approve budgets for public education in the district, and shall establish educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the board of education. The school committee in each city, town and regional school district may select a superintendent jointly with other school committees and the superintendent shall serve as the superintendent of all of the districts that selected him.

**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE XII** EDUCATION**CHAPTER 71** PUBLIC SCHOOLS**Section 48** Textbooks and school supplies

Section 48. The principal at each school, subject to the direction of the superintendent, shall, at the expense of the school district, purchase textbooks and other school supplies, and consistent with the district policy, shall loan them to the pupils attending such school free of charge. If instruction is given in the manual and domestic arts, the principal may so purchase and loan the necessary tools, implements and materials. The principal shall also, at like expense, procure such apparatus, reference books and other means of illustration, as may be needed. Said purchases shall be made in accordance with chapter thirty B and within the purchasing guidelines adopted by the municipality where such purchases are made if such guidelines exist.

**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE XII** EDUCATION**CHAPTER 71** PUBLIC SCHOOLS**Section 50** Change of school books

Section 50. A change may be made in the school books used in the public schools by a vote of two thirds of the whole school committee at a meeting thereof, notice of such intended change having been given at a previous meeting.