

Mission Statement:
We engage and support learners to discover their passions, achieve high academic goals, and contribute to a global society.



HARTFORD UNION HIGH SCHOOL DISTRICT

REGULAR BOARD OF EDUCATION MEETING AGENDA

June 7, 2023 – 5:00 p.m. – HUHS Cafeteria

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Adoption of Agenda

V. Structure of this Work Session Meeting and Guidelines for Participation

VI. Reports

- A. Library/Reading Materials Discussion Overview – Mr. Mike McIntyre
- B. Legal Perspective – Ms. Shana Lewis

VII. Board Discussion

- A. Board work session for library/reading materials related policies and practices.
 - 1. **Policy #2260** – NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
 - 2. **Administrative Guideline #2260D** – NOTICE OF NONDISCRIMINATION
 - 3. **Policy #9130** – PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
 - 4. **Administrative Guideline #9130** – COMPLAINT REVIEW COMMITTEE PROCEDURES
 - 5. **Policy #7540.09** – PROHIBITED MATERIALS AND IMAGES
 - 6. **Policy #2522** – LIBRARY MEDIA CENTERS
 - 7. **Administrative Guideline #2522** – STUDENT USE OF LIBRARIES/MEDIA CENTERS
 - 8. **Policy #2521** – SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT
 - 9. **Administrative Guideline #2521A** – SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

HUHS SCHOOL BOARD

COLLECTIVE COMMITMENTS

- Professionalism
- Responsibility
- Unity
- Vision
- Relationships

SCHOOL BOARD MISSION:

We will provide support for students and stakeholders by developing policies to ensure an excellent educational experience.

EXPECTATIONS

- Communication
- Collaboration
- Trust
- Respect
- Focus
- Listen
- Understand

B. Public Comments - In accordance with Board policy 167.3, the Hartford Union High School District Board of Education is offering the public the opportunity to express themselves about the policies and topics to be addressed by the Board during this meeting. Each person wishing to make a public comment must be recognized by the presiding officer and will be required to preface their comments by an announcement of their names, addresses, group affiliations, (if and when appropriate), and to which agenda items they will be commenting. Speakers must direct all comments to the Board and not to staff or other individuals at the meeting. Speakers are expected to participate in the meeting with decorum and respect. Speakers may not use the public comment period to make personal attacks against Board members or District employees. Each person will have up to three (3) minutes to speak. A speaker may not give their public comment time to another person. . Board Policy 167.3 explains that the portion of the meeting during which public comment is invited shall be limited to a total of ten (10) minutes unless extended by a vote of the Board. To allow adequate time for public input during this Workshop Meeting, the Board will waive the ten (10) minute limit.

As an alternative to participating in the public comment period, persons may provide their comments in writing by submitting written statements to each Board member and the Superintendent.

As per Board policy, the presiding officer may interrupt, warn, or terminate a speaker's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

- C.** Board work session for library/reading materials related policies and practices, including reflections on public comment.
- 1. Policy #2260 – NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**
 - 2. Administrative Guideline #2260D – NOTICE OF NONDISCRIMINATION**
 - 3. Policy #9130 – PUBLIC REQUESTS, SUGGESTIONS, OR**

COMPLAINTS

4. **Administrative Guideline #9130** – COMPLAINT REVIEW COMMITTEE PROCEDURES
5. **Policy #7540.09** – PROHIBITED MATERIALS AND IMAGES
6. **Policy #2522** – LIBRARY MEDIA CENTERS
7. **Administrative Guideline #2522** – STUDENT USE OF LIBRARIES/MEDIA CENTERS
8. **Policy #2521** – SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT
9. **Administrative Guideline #2521A** – SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

From time to time during the meeting, the Board may solicit additional feedback from members of the public, who are present at the meeting, about the specific policies and related topics from the above list.

VIII. Adjourn to Closed Session

- A. *Contemplated closed session pursuant to WI Stats. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; 19.85(1)(c), specifically, Superintendent evaluation*

IX. Reconvene into Open Session

X. Adjourn

Tracy Hennes, Board President
Jeffrey A. Walters, Superintendent



Book	Policy Manual
Section	2000 Program
Title	NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	Active
Adopted	February 15, 1999
Last Revised	January 3, 2022

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of, race, color, age, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 – Nondiscrimination and Equal Employment Opportunity.

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Notice of the Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Principal's Responsibilities

Each Principal shall verify that the procedures used with students and parents for selection of and participation in any part of the District's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of the Protected Classes.

District Administrator's Responsibilities

In furtherance of the aforesaid goal, the District Administrator shall:

A. Curriculum Content

1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict those Protected Classes toward the development of human society;
2. provide that necessary programs are available for students with limited use of the English language.

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems bias based upon the protected classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes, in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available, in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;
3. verify that the educational programs of this District are accessible to all students;

All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise qualified student with a disability the opportunity to participate in the academic or other school programs on the same basis as students without disabilities.

4. require that service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the District.

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

E. Student Evaluation

Verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from school for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

Respondent: is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community: means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

The District Administrator shall publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI, and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility under Section 504 that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

The District Administrator shall attempt annually to identify children with disabilities, ages 3-22, who reside in the District but do not receive a public education.

In addition, the District Administrator shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the District Administrator or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

District Compliance Officers (hereinafter referred to as the "CO's")

The Board designates the following individuals to serve as the District's CO's:

Director of Student Services
805 Cedar Street
Hartford, WI 53027
262-670-3200

Director of Business Services
805 Cedar Street
Hartford, WI 53027
262-670-3200

The names, titles, and contact information of these individuals will be published annually in the staff and student handbooks, in the School District Annual Report to the public and on the School District's website.

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure (see Form 2260 F2)

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: a description of the alleged violation, the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

As soon as appropriate in the investigation process, the CO will inform the Respondent, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt, unless additional time is agreed to by the complaining party.

The investigation will include:

- A. interviews with the complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the District Administrator or Board President, if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the District Administrator either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and Respondent. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a Grievance utilizing the District's grievance procedure as outlined in Policy 3430 or Policy 4430.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Privacy/Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity.

During the course of an investigation, the CO or designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, the opportunity to complete assignments missed due to absences related to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant codes of conduct.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts related to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;
- Q. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S. copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- T. copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;
- U. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 4/11/95
 Revised 5/2/05
 Revised 8/17/09
 Revised 2/15/10
 Revised 9/26/11
 Revised 2/25/13
 Revised 7/28/14
 Revised 1/23/17
 Revised 12/18/17
 Revised 4/15/19
 Revised 10/28/19
 Revised 3/16/20
 Revised 8/5/20
 Revised 10/25/21

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Legal

- 118.13 Wis. Stats.
- P.I. 9, Wis. Adm. Code
- P.I. 41, Wis. Adm. Code
- Fourteenth Amendment, U.S. Constitution
- 20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974
- 20 U.S.C. 7905, Boy Scouts of America Equal Access Act
- 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
- 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
- 42 U.S.C. 2000 et seq., Civil Rights Act of 1964
- 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
- 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
- 29 C.F.R. Part 1635, The GINA Regulations
- 34 C.F.R. Part 110, The Age Discrimination Act Regulations
- Guidelines for Vocational Education Programs, Department of Education, Office for Civil Rights, March 21, 1979



Book	Administrative Guideline Manual
Section	2000 Program
Title	NOTICE OF NONDISCRIMINATION
Code	ag2260D
Status	Active
Adopted	May 1, 2008

2260D - **NOTICE OF NONDISCRIMINATION**

The public notice contained on Form 2260 F8 - Notice of Nondiscrimination is to be disseminated at least annually to students, parents, employees, and the general public.

This notice is to be placed in all of the following documents prepared by the District:

- Parent/Student Handbooks
- Staff Handbooks
- Course Catalogs
- Application Forms for Enrollment and Employment
- Recruitment Materials for Students and for Staff

To inform the general public, the notice should be sent to the local newspaper(s).



Book	Policy Manual
Section	9000 Relations
Title	PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Active
Adopted	February 15, 1999
Last Revised	September 19, 2022

9130 - **PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS**

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122 and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented to him/her that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

Generally, if the matter raised involves a staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The Individual shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the building principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.

Matters not resolved at the Second Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of the complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted promptly after five (5) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the case, will provide a written response or may, at its discretion grant an opportunity to address the Board or a committee of the Board prior to making a final decision on the matter. The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to this policy or the District Administrator for further assistance.

Guidelines for Matters Regarding Classroom Instructional Materials

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2416 and AG 9130A.

If the request, suggestion, or complaint relates to classroom instructional materials, Form 9130 F2 should be completed and the following procedure shall be followed:

- A. The criticism is to be addressed to the Director of Curriculum and Instruction, in writing, and shall include author, title, publisher; the complainant's familiarity with the material objected to; section objected to by page and items and/or the reasons for objections.
- B. Upon receipt of the information, the Director of Curriculum and Instruction shall after advising the District Administrator of the complaint, refer the matter to the District Administrator to follow AG9130.
- C. The District Administrator will advise the complainant, in writing, of his/her decision.
- D. The individual(s) may submit an appeal of the District Administrator's decision in writing to the Board President, within ten (10) calendar days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- E. The Board shall review the case and advise the individuals(s), in writing, of its decision as soon as practicable.

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Revised 3/21/05

Revised 5/2/05

Revised 2/15/10

Revised 8/21/13

Revised 4/16/18

Revised 10/29/18

Revised 4/15/19

Revised 3/16/20

Revised 7/20/20

Revised 2/22/21

Revised 5/9/22
T.C. 9/19/22

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Legal 118.01, 118.019, Wis. Stats.
 20 U.S.C. 1232h



Book	Administrative Guideline Manual
Section	9000 Relations
Title	COMPLAINT REVIEW COMMITTEE PROCEDURES
Code	ag9130
Status	Active
Adopted	May 1, 2008
Last Revised	May 23, 2022

9130 - **COMPLAINT REVIEW COMMITTEE PROCEDURES**

The following procedures should be used by committees formed to review complaints concerning instructional materials:

A. The committee will be made up of the Principal, another administrator, at least one (1) teacher, a library media specialist, a student, and a community member.

B. **Robert's Rules of Order** shall be followed for conducting meetings.

A chairperson and a secretary will be selected by the Director of Curriculum and Instruction prior to the initial meeting.

C. First Meeting:

1. Copies of the petitioner's complaint are distributed.
2. Copies of the material being challenged are distributed.
3. Relevant materials concerning the issue are made available.
4. The petitioner may make an oral presentation of not more than fifteen (15) minutes.
5. District staff may make an oral presentation of not more than fifteen (15) minutes.
6. The chairperson directs each committee member to review the complaint carefully and be prepared to vote on the issue at the second meeting.

D. Second Meeting:

1. Committee discussion, led by the chairperson.
2. Petitioner may be present to observe, but may not participate in the deliberations.
3. Vote of a simple majority of those present entitled to vote will determine the resolution of the complaint.
4. Only members who have read or viewed the material in its entirety may vote.

The vote will then be forwarded to the District Administrator for his/her review and decision.

Minutes of each meeting will be kept by the secretary and distributed to the petitioner, the committee, and the Director of Curriculum and Instruction.

The petitioner may appeal the decision of the committee to the Board, who will have access to all materials made available to the committee, as well as to the minutes of each meeting.

Revised 8/17/20



Book	Policy Manual
Section	7000 Property
Title	PROHIBITED MATERIALS AND IMAGES
Code	po7540.09
Status	Active
Adopted	March 8, 2010
Last Revised	December 18, 2017

7540.09 - **PROHIBITED MATERIALS AND IMAGES**

No person - whether student, faculty, staff, visitor, or guest - while at Hartford Union High School, at any HUHS activity, in the presence of any HUHS students, or with the intent that the following prohibited materials be delivered to or viewed by anyone at HUHS, shall possess, publish, exhibit, create, view, or transmit in any form, any of the following:

- A. Sexually graphic or revealing photographs, drawings, or depictions of any person.
- B. Photographs, drawings, or depictions of any sexual activity.
- C. Photographs, drawings, or depictions of nude or semi-nude persons.
- D. Photographs, drawings, or depictions of human genitalia, buttocks, or exposed female breasts.
- E. Photographs, drawings, or depictions which in any way violate any Federal, State, or local laws or ordinances, or any other policy of Hartford Union High School.
- F. Any other writing, photograph, drawing, or depiction of any nature, which, in the opinion, of Hartford Union High School administration, because of its graphic or sexual nature, is likely to cause substantial disruption of the educational mission of Hartford Union High School.

The foregoing shall not apply to:

- A. generally recognized and acknowledged works of art;
- B. text books or other written materials designed for legitimate, school-authorized educational purposes, such as human growth and development curricula or similar educational curricula;
- C. such other artistic or educational purposes as may be authorized by the administration of Hartford Union High School.

Any violation of the foregoing shall result in immediate discipline and other enforcement activity including, but by no means limited to, the following:

- A. Suspension and/or expulsion.
- B. Termination of employment.
- C. Removal from Hartford Union High School buildings and grounds.
- D. Confiscation of all materials and equipment including, but by no means limited to, cell phones, personal digital assistants, computers, laptops, tablets, cell phones, or any other similar equipment which were used or could be used to create, view, display or transmit any of the foregoing prohibited materials.
- E. Referral to appropriate law enforcement authorities.



Book	Policy Manual
Section	2000 Program
Title	LIBRARY MEDIA CENTERS
Code	po2522
Status	Active
Adopted	February 22, 2021
Last Revised	March 20, 2023

2522 - **LIBRARY MEDIA CENTERS**

The Board believes that school library media centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a library media center in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school library media centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of good literature;
- C. To provide a comprehensive and coordinated collection of current and accurate resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for accessing, interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator in collaboration with the District's library media specialist shall use AG 2522 related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

The District Administrator shall establish procedures for receiving and resolving requests received by the District concerning library material.

Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

Parental/Police Access to Library Information

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources and services students choose to use at the District's libraries.

Parents of a student under the age of eighteen (18) have the right to review, upon request (see Form 2416.01 F1), library records relating to the use of the library's documents or other materials, resources or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library shall disclose to the officer records produced by a surveillance device under the control of the library that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

Inter-Library Loans

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

Fines

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Revised 6/20/22
Revised 9/19/22
T.C. 3/20/23

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Legal 43.70, 43.72, 121.02(1)(h), Wis. Stats.
 PI 8.01(2)(h) and PI 9.03(1)(e)



Book	Administrative Guideline Manual
Section	2000 Program
Title	STUDENT USE OF LIBRARIES/MEDIA CENTERS
Code	ag2522
Status	Active
Adopted	May 1, 2008
Last Revised	November 28, 2022

2522 - **STUDENT USE OF LIBRARIES/MEDIA CENTERS**

Libraries and media centers have been established primarily to enrich the education of students and to help students learn how to make effective use of reference and enrichment materials. The cost of such centers can only be justified when the following conditions exist:

- A. The centers are open and available to students for as much of the school day as staffing and program make possible.
- B. The environment within the centers is inviting, attractive, and conducive to thought and study.
- C. Staff members communicate their willingness to assist students in locating the resources the students seek and to instruct the students in the proper use of the reference and retrieval systems.
- D. Courses of study are designed so that use of the resources that exist in the centers is an essential means for achieving the learning objectives in the course.
- E. Part of the evaluation of what students have learned in a course should be growth in the skills associated with using learning resources such as those that exist in the libraries and media centers.

The Selection and Deselection of Library Media Center materials will go through the following process:

- A. The selection and purchase of library media materials are delegated to the professional library media specialist in consultation with the Director of Curriculum and Instruction and/or Technology Director.
- B. Library media materials are chosen to provide a balanced collection of print and electronic resources. Materials will be selected for their strengths rather than rejected for their weaknesses. Therefore, the materials will be judged as the whole of its work.
- C. These criteria will guide material selection. The materials will:
 1. support and enrich the curriculum and/or students' personal interests and learning;
 2. meet high standards in literary, artistic, and aesthetic quality, technical aspects, and physical format;
 3. incorporate accurate and authentic factual content from authoritative sources;
 4. earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel in the field of library science;

5. exhibit a high degree of potential user appeal and interest;
 6. represent differing viewpoints on controversial issues;
 7. offer a wide range of perspectives on all levels of difficulty, with range of audience appeal;
 8. include a variety of resources in physical and virtual formats, including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies).
- D. District library materials covering potentially controversial topics such as race, sex, politics, religion, and literature are selected to create a collection that is:
1. balanced, fair, and comprehensive;
 2. accurate and timely;
 3. age-appropriate.
- E. Deselection should be an ongoing process, including removal of material no longer considered appropriate and replacement of lost and worn materials still of educational value. It is essential to remove materials that are outdated, inaccurate, irrelevant, or in poor physical condition.
- F. Reconsideration is a process for reevaluating an acquisition or access decision of a LMC item or resource. If, after an initial discussion of a questioned resource, no resolution is made, reconsideration of Library Media Center Materials will follow ag9130 - Complaint Review Committee Procedures.

Procedures for Reconsideration of Material Included in Library Collection

All requests for reconsideration of library materials under this policy shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator.
- B. The request to the District Administrator shall be made in writing, and shall include the following information for requests to be formally considered:
 1. author;
 2. title;
 3. publisher;
 4. the individual's familiarity with the material;
 5. a request must provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. whether the challenged material contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not age-appropriate considering the grade level and age group for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.
- C. A Reconsideration Committee will be appointed by the District Administrator, upon receipt of the formal request, which shall consist of the following members:
 1. a building level administrator;
 2. a teacher;
 3. a school librarian;
 4. a reading specialist or language arts teacher; and
 5. a member of the community.
 6. a student.

D. The procedures for the Reconsideration Committee will be as follows:

1. The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.
2. The chairperson will call the meeting within ten (10) business days of the formation of the committee.
3. The committee shall read and/or examine the challenged resource, read the written reconsideration request, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members at least three (3) days prior to the meeting.
4. The requestor may make an initial verbal presentation about the resources under reconsideration or may choose to rely on written submission. The requestor is asked to provide sources for quotes used in presenting the position.
5. During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource.
6. The committee's recommendation shall be reported to the District Administrator in writing within 7 business days following the first meeting of the committee or if the committee process has not concluded, the committee chair shall provide an estimated date by which a recommendation will be issued.

The District Administrator will advise the requestor in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and the decision.

E. The requestor may submit a request for an appeal of the District Administrator's decision in writing to the Board President within ten (10) business days of the date the decision sent to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will determine whether to review the matter and if so, what review procedures it will follow.

F. The decision of the Board is final.

Challenged material may not be removed solely because it presents ideas that may be unpopular or offensive to some. Material under review will not be removed until a final determination is made to do so, unless the District Administrator determines that removing an item pending final determination is in the school's best interests.

Decisions on reconsidered materials will stand for 7 years before new requests for reconsideration of those items may be entertained.

Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should involve the following:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per Policy 7540.03 - Student Technology Acceptable Use and Safety Policy;

J. demonstrate physical format, appearance, and durability suitable for their intended use;

K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

Revised 5/23/22

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Book	Policy Manual
Section	2000 Program
Title	SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT
Code	po2521
Status	Active
Adopted	February 15, 1999
Last Revised	February 23, 2015

2521 - **SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT**

The Board of Education shall provide textbooks, instructional materials, and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of textbooks, instructional materials, and equipment shall be to enrich, support, and implement the educational program of the school.

The Board does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes" in its selection of instructional materials and equipment.

The District Administrator shall develop administrative guidelines for the selection and maintenance of all textbooks, educational, and instructional materials, and equipment. In addition s/he shall periodically, provide for a systematic review, by the Board, of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.

Students shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in shop activities where the product becomes the property of the student.

It is the policy of the School District that no person shall, on the basis of age, gender, race, religion, ancestry, creed, sexual orientation, national origin, pregnancy, marital or parental status, or physical, learning, mental, or emotional disability or handicap, be excluded from participation in, have their rights be abridged or impaired, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Concerns regarding alleged violations of this policy shall be referred to the Coordinator of Discrimination Complaints.

Revised 2/15/10

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Legal	118.13, 120.13(5) Wis. Stats. P.I. 9, 41, Wis. Adm. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1681, Title IX of Education Amendments Act 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 29 U.S.C. Section 794, Rehabilitation Act of 1973
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42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services,
Department of Education, Office of Civil Rights, 1979



Book	Administrative Guideline Manual
Section	2000 Program
Title	SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT
Code	ag2521A
Status	Active
Adopted	May 1, 2008
Last Revised	December 1, 2009

2521A - **SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT**

The criteria established for the selection of instructional materials and equipment shall not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, age, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability.

In accordance with the policies of the Board of Education for selection of resource materials, the following guidelines should be followed:

A. Criteria for Selection of Instructional Materials

1. technical quality of the publication/production
2. readability and appeal to diverse students
3. authenticity-authoritativeness
4. completeness, accuracy, clarity
5. absence of gender stereotyping and racial or ethnic bias
6. reputation and significance of the author, artist, composer, and/or producer
7. format and price
8. relationship to a course of study
9. extent to which the scope/content of the material makes it possible for students to accomplish the objectives and goals of the program
10. appropriateness of the content and/or presentation relative to the maturity and/or comprehension level of the students
11. needs of an individual school program based on requests from administrators and teachers
12. needs of individual students based on requests by teachers, parents, or students

B. Criteria for Selection of Equipment

The evaluation and selection criteria for instructional equipment should include:

1. relevance to the school curriculum;
2. needs of staff and/or students;
3. technical quality;

3. technical quality;
4. cost;
5. reliability;
6. ease of repair and maintenance;
7. compatibility with existing District equipment, when applicable.

C. Procedure for Selection of Instructional Resources

The principal shall review the recommendations and, if necessary the materials and equipment, and submit the recommendations to the Director of Teaching and Learning and the District Administrator.

1. Each principal shall select members of the staff who are directly involved in the program for which the materials and/or equipment will be used. Their responsibility is to review and evaluate suggested resources, using the criteria listed on page 1, and make recommendations to the principal.
2. The principal shall review the recommendations and, if necessary the materials and equipment, and submit the recommendations to the appropriate administrator.
3. The Director of Teaching, Learning and Technology will then review the recommendations, and either refer them back to the principal or approve their use.

D. Procedure for Selection of Library or Media Center Materials

1. The IMC Coordinator, in cooperation with the Director of Teaching and Learning, shall be responsible for the selection of all materials housed in a library or media center. Upon notification of the availability of funds for the purchase of such resource materials, the IMC Coordinator will prepare a request form which includes the amount of money available to a grade level or subject area for new or additional materials. Instructional staff are to submit a prioritized request list of the materials they would find most useful.
2. The Director of Teaching and Learning shall then determine which of the requests can be accommodated and proceed to review the selections prior to purchase. The selection criteria are the same as those used for the selection of basic text materials. (see AG 2510)
3. Any material that contains content or a manner of presentation that could be controversial, as defined in Policy 2240 and criterion #4 in Form 2521 F1, should be approved by the principal prior to purchase.

E. Procedure for Use of Nondistrict Materials

1. 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 Form 2521 F1, first by the teacher(s) or counselor(s) who wish to use the material.
2. The critical criteria by which such materials are to be reviewed are:
 - a. relationship to the course of study;
 - b. the uniqueness of the content and/or presentation that is not adequately provided in District materials;
 - c. the appropriateness of the content and/or presentation for the maturity and comprehension levels of the students;
 - d. the extent to which the content or presentation could create controversy among students, parents, and community groups.
3. Each of the four criteria are to be rated according to the rating scale on Form 2521 F1. In any situation in which the teacher has rated any of the four criteria 3 or 4, the use of the material must be approved by the 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 Director of Teaching and Learning.
4. Any material that contains content or a manner of presentation that could be controversial, as defined in Policy 2240 and criterion #4 in Form 2521 F1, should be approved by the principal prior to purchase.

Each member of the faculty is to receive a copy of Form 2521 F1 for use as a reference. The form should be submitted to the principal only at his/her discretion.

Legal 118.13, Wis. Stats.
 P.I. 9, 41, Wis. Adm. Code
 Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1681, Title IX of Education Amendments Act

20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services,
Department of Education, Office of Civil Rights, 1979