



Policy Type: Required Policy
Policy Title: Instructional and Materials and Library Materials Disuse Policy
Effective Date: September 21, 2006

Purpose:

The purpose of Lakeview Academy's (the "School") Instructional and Library Materials is to support the School's charter, mission, vision, goals, and curriculum.

The School's Board of Trustees believes that information literacy skills are the key to success in a competitive world. In accordance with that belief, the School encourages faculty, staff and students to develop and practice their information literacy skills through a variety of resources and an environment that encourages exploration and the open exchange of ideas and information. The School's primary goal for the library media program is to expand the intellectual world of our students through student-centered programs and curriculum that focus on real-world application.

Compliance

The School will comply with state and federal law and Utah State Board of Education rule in connection with its library media program.

Intellectual Freedom

In order to encourage the open exchange of information and ideas, the School's library media center will provide unrestricted access to developmentally and age-appropriate materials that support the School's curricular goals as well as the personal interests of students, faculty and staff.

Materials Objectives

The objectives of the School are to:

- Provide materials that will enrich and support curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served;
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- Provide a background of information that will enable students to make intelligent judgments in their daily lives;
- Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
- Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our national heritage and the world community; and

- Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the School community.

Materials Selection and Acquisition

Responsibility

Although the selection and acquisition process involves many members of the School community, administration, faculty, or parents/guardians, the responsibility for coordinating the selection and purchase of all types of school learning tools rests primarily with the professional staff under the direction of the Director.

Selection Criteria

Materials selected will be:

- Educationally, emotionally and stylistically appropriate for the recommended level;
- Accessible to students of varied abilities;
- Appropriate for students with special needs;
- Supportive of and consistent with the curriculum, goals and objectives of the School;
- High quality in terms of both factual content and presentation;
- Representative of the most current available research on the topic;
- Free of bias or stereotype:
 - Extra care should be taken to provide materials that deliver a balanced viewpoint free of judgmental language when dealing with material discussing sensitive issues such as religion, social theory or politics;
- Representative of differing viewpoints, especially regarding controversial issues;
- Appropriate in format, durability and cost for intended use;
- Relevant to today's world-reflecting problems, aspirations, attitudes and ideals of a global society;
- Reflective of the contribution to our country and our society by many varied groups including (but not limited to) women, minorities and ethnic groups; and
- Educational and include works of artistic, historic and literary significance.

~~Personal or Family objection to particular instructional or library items~~

Material Reconsideration

Lakeview Academy respects the individual values and beliefs of the families in our school community. Therefore, if a family finds a book or media item to be personally objectionable, they may submit a request for their child or children to be excused or restricted from the use of that item. A form is available for such requests and is available

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Code requirements: HB 374, 76-10-1235, 53 G-10-103, 76-10-1201, 76-10-1203, 76-10-1227, 76-10-1228,

at the following link lakeview-academy.com. If the book or media item in question is a part of school curriculum or instruction the teacher will provide an alternative course for the student/s to meet the instructional goal.

If the family finds a book or media item that violates Utah state law they will need to following the reconsideration process of instructional and library materials.

Materials Reconsideration Process:

1. Lakeview Academy's Director will Organize a to a Library Instructional Materials Review Committee to be made up of the Site Advisory Committee (SAC) and include four appointed staff members. The Director or Assistant Director will chair the committee.
2. Any parent/guardian, student, or employee may make a formal challenge to instructional and library materials by completing a request for Reconsideration of Instructional and Library Materials Form. Forms are available at the following link lakeview-academy.com Any challenge to the school library materials shall be submitted in writing to the Director using this form.
3. The Director shall call a committee meeting to review a submitted Reconsideration of Instructional and Library Materials Form. Each committee member shall receive a copy of the challenged material prior to the meeting, as well as the submitted Reconsideration of Library Media Materials Form. Committee members shall read the challenged material prior to the committee meeting, which should occur within 45 school days of the challenge being received by the school.
4. The committee members shall discuss the challenged materials based on the Instructional and Library Materials policy. The committee shall determine by majority vote the disposition of the challenged material.
 1. Options shall include:
 1. If the challenged materials meets appropriate selection criteria and state code it shall remain in full circulation;
 2. If the challenged materials meets appropriate sections criteria and state code but is not appropriate for all students, the committee shall restrict access to the material and specify the restrictions and supporting reasons for the restrictions; or
 3. If the challenged material does not meet appropriate selection criteria or state code, it shall be removed from the school library.
5. The Director shall reply to the challenger explaining the decision of the committee withing three (3) school days of the committee's decision. If the challenger is not satisfied with the decision of the committee, the requestor may appeal the decision to the Board of Trustees in writing within ten (10) school days of receiving the committee's decision. If the challenger is still dissatisfied, they may appeal to the Utah State Board of Education.

Materials Selection Procedures:

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1. Materials selected should support the core standards and interests of students, staff, and families, considering diverse interests, cultural perspectives, age levels, ability levels, learning styles, and social and emotional development levels. Materials should encourage appreciation for both informational and recreational reading, viewing, or listening.
2. Selection of all purchased or donated library materials shall be based on age appropriateness for the emotional development, ability level, learning styles and intellectual development of the students for whom the materials are selected and on combination of five or more of the following criteria:
 1. Overall purpose and educational significance;
 2. Contribution and relevance to the core standards;
 3. Teacher, parent, and student request;
 4. Factual content is accurate, and reliable;
 5. Timeliness and/or permanence;
 6. Favorable reviews, recommendations, and/or award nominees found in standard selection sources or from professional personnel;
 7. Contributes to a balanced perspective;
 8. Potential appeal and interest;
 9. Recreational reading needs of students;
 10. Artistic quality and literary style;
 11. Reputation and significance of author, producer, publisher;
 12. Uniqueness, diversity and/or heritage of the state, region or community;
 13. Support of second language learners;
 14. Support of special needs students; and
 15. Merit of the work as a whole.
3. Instructional and Library materials that are selected shall comply with applicable Utah state law, Utah State Board of Education rule and also meet the Library Objectives and Selection Criteria stated in the school's Library Policy.
4. The selection of library materials is under the direction of the Director,
5. Information regarding Library Acquisitions and Collections:
 1. Information regarding the school library's collection is available upon request from the library personnel and school's website.

The Undersigned officers and or directors of Lakeview Academy certify that this Instructional Materials and Library Disuse Policy was duly adopted as of September 21, 2006.

Signature: Mandee Dean

Print Name: Mandee Dean

Title: Board Member

Signature: Joylin Lincoln

Print Name: Joylin Lincoln

Title: Board Member

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Developing youth who are
CAPABLE
CONFIDENT &
CONTRIBUTING

DATE _____ FAMILY SURNAME _____

Lakeview Academy

PERSONAL/FAMILY REQUEST TO BE EXCUSED OR RESTRICTED FROM THE USE OF A SCHOOL/LIBRARY ITEM

Type of instructional material: _____

Title: _____

Where is this item being used (classroom or library)? _____

Name/s and grade/s of student/s who shall be excused or restricted from using the above item:

Who is this request being initiated by? _____

Telephone: _____

Address: _____

City: _____ Zip Code: _____

Signature of parent/guardian Date _____

Please submit this form to the office secretary. You will receive a response from a member of the Lakeview Academy staff.