

Milford Central School

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TO: Policy Committee
FROM: Mark Place, Superintendent
DATE: January 7, 2021
RE: Policy Items for January 14, 2021 Board Meeting

Below are the two policies that I will be bringing forward to the Board on January 14, 2021.

POLICY NUMBER	REGULATION	EXHIBITS	POLICY NAME	Notes
2380			Live Broadcasting of Board Meetings	New. At the request of Board Members, a policy has been developed to provide guidelines for the live broadcasting of regularly and specially scheduled Board meetings.
4513	X	X	Selection of Library Materials	Revised: Policy #4513 was last updated in 1988. The policy has been revised to reflect current practices. Policy #1420: Complaints About Curricula and Instructional Materials was updated in 2018 and is now referenced in Policy #4513.

FOR BOARD CLERK

NEW POLICY:

Policy #2380: Live Broadcasting of Board Meetings

REVISED POLICIES:

Policy #4513: Selection of Library Materials

Policy #4513-R: Selection of Library Materials Regulation

DELETED POLICIES:

Policy #4513-E: Request for Reconsideration of Instructional Materials



MILFORD CENTRAL SCHOOL DISTRICT

POLICY# 2380

LIVE BROADCASTING OF BOARD MEETINGS

() REQUIRED
(X) LOCAL
() NOTICE

The Board of Education affirms its commitment to the live broadcasting of its regularly scheduled and special meetings to enable stakeholders to keep informed of important school business.

The Board directs the Superintendent to develop practices that meet the following guidelines:

- Establish a method of recording high quality video and audio that can be livestreamed on the district's official social media platform.
- Each live broadcast shall be recorded, posted and stored on the district's official social media platform(s) unless any part of the broadcast contains comments that violate individual student or employee information.
- The platform used to live broadcast must be able to meet all IDEA requirements including closed captioning,
- All NY State Open Meeting Law requirements in effect at the time of each recording must be met.

Broadcasts will **not** be considered an "official record" of the Board of Education's meetings.

Due to the possibility of technical difficulties out of the District's control, the district makes no guarantee that any particular broadcast will be transmitted, recorded, or posted.

Adopted: January 28, 2021

At the request of Board Members, a policy has been developed to provide guidelines for the live broadcasting of regularly and specially scheduled Board meetings. There were no sample policies available from NYSSBA and exemplars were unable to be found. This would be a policy unique to MCS and incorporates the regulations around broadcasting under IDEA and Open Meetings Law.



MILFORD CENTRAL SCHOOL DISTRICT

POLICY# 4513

SELECTION OF LIBRARY MATERIALS

() REQUIRED
(X) LOCAL
() NOTICE

The Board of Education supports the establishment and maintenance in each building of library-media centers which provide services to students and staff. The Board delegates the responsibility to the Superintendent or his/her designee for the selection and purchase of materials and equipment.

The library-media staff will work closely with students, staff and administrative personnel in the selection and evaluation of materials for purchase.

In order to provide the Superintendent and his/her staff with guidance in the acquisition of instructional resource material, such as library books, references, audiovisuals, maps, etc., the Board endorses the guidelines approved by the American Library Association that such resources:

1. provide information that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
2. provide information that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. provide information that will enable students to make intelligent judgments in their daily lives;
4. provide information on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;
5. provide information representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
6. 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 for the users of the library.

The Superintendent shall be responsible for the selection of resource materials within the aforesaid guidelines and for the determination of factual accuracy, readability, authoritativeness, integrity and quality of format. To assist in the selection process, reputable, unbiased professionally prepared aids (such as the Horn Book, School Library Journal, etc.) shall be consulted as guides.

In order to respond to any complaints about, or challenges to, the selection of library materials, the district has adopted policy (1420: Complaints about Curricula or Instructional Materials) establishing a complaint procedure and providing for a committee to review such complaints or challenges.

If any person wishes to permanently remove materials from a school district library, he/she must seek the formal approval of the Board. The Board may determine that such materials should be removed. Such determination must not be based upon official suppression of ideas, but rather upon the educational suitability of the materials in question. Only the Board and/or the Superintendent may authorize said permanent removal of instructional materials, pursuant to the decision of the Board.

Ref: Education Law §§1709(15); 1711(5)(f)
Board of Educ., Island Trees UFSD v. Pico, 457 US 853 (1982)

Adopted: October 26, 1988
Revised: January 28, 2021

Policy #4513 was last updated in 1988. The policy has been revised to reflect current practices. Policy #1420: Complaints About Curricula and Instructional Materials was updated in 2018 and is now referenced in Policy #4513.



MILFORD CENTRAL SCHOOL DISTRICT

POLICY# 4513-R

SELECTION OF LIBRARY MATERIALS

REGULATION

() REQUIRED
(X) LOCAL
() NOTICE

1. Responsibility for the selection of all library materials is delegated to the professional librarian supervised by the building principal.
2. In selecting materials, librarians are guided by the principles incorporated in the Library Bill of Rights, Access to Resources and Services in the School Library Media Program interpretation of the Library Bill of Rights by the American Library Association, the Freedom to Read Statement, standards adopted by the American Association of School Librarians and the New York State Education Department Standards.
3. The collections will be developed systematically, ensuring a well-balanced coverage of subjects, opinions, and formats and a wide range of materials on various levels of difficulty supporting the diverse interests, needs and viewpoints of the school community.

Criteria

1. Materials will support and be consistent with the district's general educational goals and the educational goals and objectives of individual schools and specific courses.
2. Materials will be selected to support and enrich both the curriculum and personal needs of students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, or listening.
3. Care will be taken to select materials meeting standards of high quality including:
 - Educational significance
 - Physical format
 - Presentation, including special features, such as indexes, table of contents, illustrations, photographs, maps, charts, graphs
 - Readability
 - Authenticity/accuracy in factual content
 - Artistic quality or literary style
 - Technical production/construction that is well crafted, durable, manageable, and attractive.
4. Materials will be considered relating to their overall purpose and their direct relationship to instructional objectives and/or the curriculum. Selected materials will support needs in the content areas and be appropriate to the variety of ages, developmental stages, ability levels, and learning styles represented by Milford Central School students.
5. Materials will be selected to represent opposing points of view on controversial issues, encouraging individual analysis.
6. The literary style of a work will be appropriate and effective for the subject matter and its intended readers or viewers.
7. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.

8. Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on collaborative relationships with other area collections and depending upon extent of need.
9. Materials will be purchased in a variety of formats to incorporate emerging technology when they meet the criteria outlined above.

Procedure for Selection

The professional librarian will be responsible for the selection of materials. In coordinating the process, the librarian will:

1. Use reputable, unbiased, professionally prepared selection aids. Among the sources which may be consulted are:
 - Booklist
 - Library Journal
 - School Library Journal
 - New York Times Book Review
 - Other sources as appropriate
2. When possible, examine items to be purchased.
3. Consider recommendations from faculty, administrators, students, and parents.
4. Judge gift items by standard selection criteria.
5. Purchase duplicates of extensively used materials.
6. Purchase replacements for worn, damaged, or missing materials basic to the collection.

Weeding

Weeding is essential to maintaining a relevant, attractive collection. Materials considered for weeding should include items in poor physical condition containing obsolete subject matter no longer needed to support the curriculum or student/faculty interests.

Materials removed from the collection will be disposed as appropriate to the content, condition and date of publication.

Adopted: October 26, 1988

Revised: January 28, 2021



MILFORD CENTRAL SCHOOL DISTRICT
POLICY# 1420
COMPLAINTS ABOUT CURRICULA OR
INSTRUCTIONAL MATERIALS [REFERENCED]

() REQUIRED
(X) LOCAL
() NOTICE

The Board of Education recognizes its responsibility for the purchase of instructional materials. The Board encourages district teachers and administrators to select books and other materials in accordance with sound educational principles and practices and to use them effectively in the classrooms. However, the Board also recognizes the right of community members to voice concerns and/or complaints regarding the implementation of a particular curriculum and/or instructional material.

All complaints concerning textbooks, library books and other instructional materials, shall be submitted to the building principal. The Superintendent of Schools shall create regulations establishing a complaint procedure which shall include:

1. An opportunity for an informal conference between the teacher and the aggrieved party.
2. If the informal conference does not resolve the issue, the complainant will file with the building principal his/her protest in writing by completing the *Request for Reconsideration of Curricula or Instructional Materials*.
3. Upon receipt of the completed form, the principal will convene a Review Committee.
4. The Committee shall consist of: a teacher not directly involved; the librarian; the principal; and two parents of students at the same grade level (elementary, middle, or high school).
5. The parties shall be present at the initial meeting of the Committee to present their cases to the Committee.
6. The Committee shall consider the evidence, make a determination and inform the parties of their decision.
7. If either party is not satisfied with the decision, an appeal may be made to the Superintendent of Schools.
8. If either party is not satisfied with the Superintendent's decision, the matter may be appealed to the Board of Education.
9. The decision of the Board shall be final.

Throughout the review process, the material(s) under consideration will continue to be available.

Ref:

Education Law §§1709 (15); 1711(5) (f)

Board of Educ., Island Trees UFSD v. Pico, 457 US 853 (1982)

Adopted: October 26, 1988

Revised: January 11, 2018



MILFORD CENTRAL SCHOOL DISTRICT
EXHIBIT# 1420-E1
REQUEST FOR RECONSIDERATION OF CURRICULA
OR INSTRUCTIONAL MATERIALS [REFERENCED]

() REQUIRED
(X) LOCAL
() NOTICE

INFORMATION REGARDING PERSON MAKING REQUEST	
Name	
Address	
City	
Zip Code	
Telephone	
Email Address	
Date Submitted	

MATERIAL REQUESTING TO BE RECONSIDERED	
Type (Book, handout, etc)	
Author	
Title	
Publisher (If Known)	

QUESTIONS	
To what in the material do you specifically object? (Cite specific language)	
What do you feel is/are the adverse effect(s) of using this material?	
Did you read/review all of the book or material? If not, what parts did you review?	
What would like the school do about this material?	<input type="checkbox"/> Do not assign to my child <input type="checkbox"/> Withdraw from all students <input type="checkbox"/> Re-evaluate for appropriate age/grade level <input type="checkbox"/> Other:
If regarding a book, what book of equal literary quality would you recommend?	

SELECTION OF LIBRARY INSTRUCTIONAL MATERIALS

The primary objective of the school's library is to implement, enrich and support the school's curriculum. It is the Milford School Board's policy to provide an atmosphere of intellectual freedom that encourages the student's growth to his or her full potential: emotionally, intellectually and spiritually. The Board's policy is to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal and differing points of view for all students. The Board recognizes the need to allow for the systematic review of existing media collections and to permit the reconsideration of allegedly inappropriate materials through established procedures.

RESPONSIBILITY FOR SELECTIONS:

The Board of Education is legally responsible for the operation of Milford Central School. The responsibility for the selection of instructional materials is delegated to the certified library/media personnel.

Selection of materials involves many people: library/media specialists, teachers, students, supervisors, administrators and members of the community. The ultimate responsibility for coordinating and recommending the selection and purchase of instructional materials rests with the certificated library/media personnel. Selection of textbooks rests with the textbook selection committee. Final approval of purchase orders rests with the Superintendent.

OBJECTIVES OF SELECTION:

The Board of Education reaffirms the objectives of selection as expressed by the American Association of School Librarians.

- To provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles;
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- To provide a background of information which will enable pupils to make intelligent judgments in their daily lives;
- To provide materials on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis;
- To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage;

- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.

CRITERIA FOR SELECTION:

After considering the school's educational goals, faculty and student needs, existing materials, and networking arrangements, the following AASL guidelines for evaluation and selection should be followed:

- Be relevant to today's world;
- Represent artistic, historic, and literary qualities;
- Reflect problems, aspirations, attitudes and ideals of society;
- Contribute to the objectives of the instructional program;
- Be appropriate to the level of the user;
- Represent differing viewpoints on controversial subjects;
- Provide a stimulus to creativity.

TECHNICAL MATERIALS SHOULD:

- Be of acceptable technical quality; clear narration and sound, synchronized pictures and sound;
- Be readable; typographically well-balanced.

Adopted: October 26, 1988

SELECTION OF LIBRARY INSTRUCTIONAL MATERIALS (Regulations)

The certificated library/media personnel will evaluate the existing collection, assess curricula needs, examine materials and consult reputable professionally prepared selection aids. Faculty and students' suggestions will be solicited.

Gift materials will be evaluated following the above selection policy criteria.

RECONSIDERATION OF MATERIALS:

The Milford School Board, in accordance with AASL guidelines, supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association and Students' Right to Read of the National Council of Teachers of English. In the event that materials are questioned, the principles of intellectual freedom, the right to access of materials and the integrity of the certificated library/media personnel must be defended rather than the materials.

If a complaint is made, the following procedures should be followed:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a formal "Request for Reconsideration of Instructional Materials" (See Appendix A)
3. Inform the Superintendent and other appropriate personnel.
4. Keep challenged materials on the shelves during the reconsideration process.
5. Upon receipt of the completed form, the Superintendent requests review of the challenged material by an ad hoc materials review committee within fifteen working days. The review committee is appointed by the Superintendent with the concurrence and assistance of the certificated library/media person, and includes media professionals, representatives from the classroom teachers, one or more parents, and one or more students.
6. The review committee takes the following steps after receiving the challenged materials.
 - a. reads, views, or listens to the material in its entirety;
 - b. checks general acceptance of the material by reading reviews and consulting recommended lists;
 - c. determines the extent to which the material supports the curriculum;
 - d. completes the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instructional Material" (see Appendixes B & C), judging the material for its strength and value as a whole and not in part.
7. Present written recommendation of review committee to the Superintendent and the School Board.
8. Retain or withdraw challenged materials as mandated by the decision of the School Board.

The reconsideration of materials is encompassed in Policy #1420

Adopted: October 26, 1988

Revised
2/11/21

APPENDIX A
REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

School: _____

Please check type of material:

- | | | |
|-------------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Book | <input type="checkbox"/> Film | <input type="checkbox"/> Record |
| <input type="checkbox"/> Periodical | <input type="checkbox"/> Filmstrip | <input type="checkbox"/> Kit |
| <input type="checkbox"/> Pamphlet | <input type="checkbox"/> Cassette | <input type="checkbox"/> Other |

Title: _____ Author: _____

Publisher or Producer: _____

Request initiated by: _____

Telephone #: _____ Address: _____

The following questions are to be answered after the complainant has read, viewed, or listened to the school library material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment.)

1. To what in the material do you object? (Please be specific, cite pages, frames in a filmstrip, film sequence, etc.)

2. What do you believe is the theme or purpose of this material? _____

3. What do you feel might be the result of a student using this materia?

4. For what age group would you recommend this material? _____

5. Is there anything good in this material? Please comment. _____
6. Would you care to recommend other school library material of the same subject and format? _____

Signature of complainant_____
Date*Deleted*
2/11/21

APPENDIX B
CHECKLIST FOR SCHOOL MEDIA ADVISORY COMMITTEE'S RECONSIDERATION
OF INSTRUCTIONAL MATERIAL-NONFICTION

Title: _____ Author: _____

A. Purpose

1. What is the overall purpose of the material? _____
2. Is the purpose accomplished? ____ Yes ____ No

B. Authenticity

1. Is the author competent and qualified in the field? _____
2. What is the reputation and significance of the author and publisher/producer in the field? _____
3. Is the material up-to-date? ____ Yes ____ No.
4. Are information sources well documented? ____ Yes ____ No.
5. Are translations and retellings faithful to the original? ____ Yes ____ No.

C. Appropriateness

1. Does the material promote the educational goals and objectives of the curriculum of District Schools? ____ Yes ____ No.
2. Is it appropriate to the level of instruction intended? ____ Yes ____ No.
3. Are the illustrations appropriate to the subject and age levels? ____ Yes ____ No

D. Content

1. Is the content of this material well presented by providing adequate scope, range, depth and continuity? ____ Yes ____ No.
2. Does this material present information not otherwise available? ____ Yes ____ No
3. Does this material give a new dimension or direction to its subject?
____ Yes ____ No.

E. Reviews

1. Source of review _____
Favorably reviewed _____ Unfavorably reviewed _____
2. Does this title appear in one or more reputable selection aids? ____ Yes ____ No
If answer is yes, please list titles of selection aids.

Additional Comments:

Recommendation by School Media Advisory Committee for Treatment of Challenged Materials. _____

Signature of Media Advisory Review Committee

Date