



Special Education Advisory Committee

Draft Policy 5046

CRITERIA AND SELECTION OF SCHOOL AND CLASSROOM LIBRARY MATERIALS

Review and Recommendations Summary

April 12, 2023

Prepared For:
SEAC Membership
Special Education Community
Loudoun County School Board

Overview: Policy 5046

CRITERIA AND SELECTION OF SCHOOL AND CLASSROOM LIBRARY MATERIALS

Each school within Loudoun County Public Schools (LCPS) provides a variety of materials, resources, and equipment to support and enrich their respective instructional programs. This policy sets forth the relevant considerations surrounding the selection of school and classroom library materials.

The Regulations Governing Special Education Programs for Children with Disabilities in Virginia reflect the state and federal requirements for the provision of special education and related services. Section [8VAC20-81-230 D.2](#) of the Virginia regulations mandate that an active SEAC exists, specifies membership that requires that a majority of members be individuals with disabilities or parents of children with disabilities as well as defines specific functions of the SEAC, which are as follows:

1. Advise the local school division of needs in the education of students with disabilities;
2. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
3. Submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the local school board;
4. Assist the local school division in interpreting plans to the community for meeting the special needs of students with disabilities for educational services;
5. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board; and
6. Participate in the review of the local school division's annual plan.

This report satisfies requirement 3 and 5 above. SEAC has reviewed the draft policy and determined that it does not meet the needs of students with disabilities.

Concerns and Recommendations for Draft Policy 5046

SEAC received draft policy 5046 for review on March 14, 2023, LCPS requested the policy review be completed and returned by March 28, 2023. SEAC has shared on multiple occasions that all policies must be reviewed and voted on by the SEAC membership during SEAC business meetings. LCPS requested the review of draft policy 5046 be completed prior to the scheduled April 12 SEAC business meeting; thus, failing to give SEAC sufficient time for membership to review and vote on the subcommittee recommendations. The following recommendations were reviewed and voted on during the April 12, 2023, SEAC business meeting.

Concern 1: LCPS is required to provide accessible print materials to students under the ADA, IDEA, Section 504 and 508 of the Rehabilitation Act. Policy regarding the selection and purchase of instructional materials should follow federal guidelines and be reflected in policy.

Recommendation 1:

- At Line 22, after the word “variety”, ADD “of accessible formats and evidence based as appropriate for their intended purpose.”

SEAC Membership Vote on Policy 5046

SEAC Membership Vote on Recommendations

Quorum: 17 out of 20 members present – Quorum Established

Motion: Lorraine Hightower made a motion to vote on the proposed recommendations 1. Motion seconded by Shehnaz Khan.

Vote Summary: Unanimous

CRITERIA AND SELECTION OF SCHOOL AND CLASSROOM LIBRARY MATERIALS

Each school within Loudoun County Public Schools (LCPS) provides a variety of materials, resources, and equipment to support and enrich their respective instructional programs. This policy sets forth the relevant considerations surrounding the selection of school and classroom library materials.

A. School Libraries. Each school shall maintain a school library as the primary resource center of the school it serves and shall provide a unified program of media services and activities for students and teachers that supports the instructional program. The school library shall contain print and digital materials, and equipment that are generally sufficient to meet research, inquiry, and reading requirements of school instructional programs and general age-appropriate student interests.

1. Selection of School Library Materials. Library Media Center materials shall be selected by the library media specialist of each school in consultation with the principal or designee, appropriate teachers, and, if available, other specialized personnel, based on the following criteria:

- a. Maintain a collection of materials that meet or exceed the minimum standards of any applicable accrediting agency.
- b. Maintain collections based on the academic programs, student use, and student population for the purpose of enriching and supporting the school curriculum and meeting the academic needs of the students and faculty served.
- c. Provide students with up-to-date, age-appropriate educational materials in a variety of formats.
- d. Include materials that will allow students to develop as critical thinkers, through presenting multiple perspectives on controversial topics.
- e. Support a culturally responsive environment by including materials that are representative of all backgrounds within the LCPS community and beyond, as defined in Policy 1040, Equal Opportunity for Equitable, Safe, and Inclusive Environment.

B. Classroom Libraries. The purpose of the classroom library is to provide students with additional and consistent access to a wide range of reading material that encourages confident and independent readers.

1. While primary responsibility for the selection of materials in the classroom libraries rests with the classroom teacher, additional support may be provided by librarians, colleagues, and the content offices in the selection of such materials.

2. Classroom libraries shall provide students with materials that will enrich

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and support the curriculum and meet the needs of the students served therein.

3. Classroom libraries will include materials that are representative of all backgrounds within the LCPS community and beyond, as defined in Policy 1040, Equal Opportunity for Equitable, Safe, and Inclusive Environment, to support a culturally responsive environment.

C. Retirement or Removal of Library Materials. School and classroom library materials, however acquired, will be retired/removed from the respective collection at the end of their useful life, as determined by professionally trained school library personnel, classroom teacher, or appropriate division personnel, and in accordance with the criteria set forth in this policy's accompanying regulation.

D. Prohibited Materials.

1. Sexually Explicit Instructional Materials, as defined in Policy 5055, Parental Notification of Sexually Explicit Content, will not be made available in elementary school libraries or elementary classroom libraries.

2. School and classroom library collections shall not include materials that contain visual depictions of sexual conduct as defined in Policy 5055, Parental Notification of Sexually Explicit Content.

3. Materials that have been removed from circulation pursuant to the procedures outlined in Policy 5047, Review of Challenged Instructional & Library Materials will be prohibited.

E. Gifts and Donations. Gifts and donations of library materials to LCPS are welcome. Any gifts and/or donations that are not obtained through the standard selection and purchasing process shall be evaluated on the same criteria used for purchased materials.

F. Inventory. Each school library shall conduct a complete inventory of the books and other materials maintained by the library once every two years. No library should be closed to students and staff during the time the inventory is being conducted.

Legal Reference:

Cross Refs:

Policy 1040, Equal Opportunity for Equitable, Safe, and Inclusive Environment
Policy 5047, Review of Challenged Instructional & Library Materials
Policy 5055, Parental Notification of Sexually Explicit Content