

Greater Albany SD 8J Administrative Regulation

Code: **IIA-AR(2)**
Adopted: 7/82, 12/7/94
Revised: 3/12/01, 8/13/07
Orig. Code(s): AR 6303, AR 6302

Procedures for the Reconsideration of Instructional Materials

I. Statement of Philosophy

Occasional questions regarding instructional materials will be raised, despite the quality of the selection process. The district supports principals of intellectual freedom inherent in the first amendment of the Constitution. The district recognizes the right and responsibility of the individual parent(s) or guardian(s)¹ to monitor the materials selected by their students.

II. Procedure for the Reconsideration for Materials

If a request for reconsideration is made, the concerned individual should contact the building principal, teacher or library media specialist in an attempt to informally resolve the concern. If the matter is not resolved informally, the principal will refer to the following procedures:

- A. The principal shall have the concerned party complete the form “Reconsideration of Instructional Materials”.
- B. The principal shall acknowledge in writing receipt of written requests for the reconsideration of the use of instructional materials.
- C. The principal shall notify all staff members who are directly involved in the request.
- D. If at any point in the procedures the issue is resolved, the process will be terminated.
- E. The principal will forward the “Request for Reconsideration of Instructional Materials” and other appropriate correspondence to the superintendent or his/her designee within five (5) school days.
- F. The superintendent shall establish a review committee within (10) school days after receipt of the materials from the school. The committee shall be composed of a representative of the district staff and a member of the community both to be named by the superintendent, the principal of the school involved, a library media specialist, a faculty member from that grade level and/or subject area and three persons selected from the community by the school.

III. Committee Review Procedures

- A. Committee members will receive copies of the statement questioning the instructional material and any pertinent correspondence, information or related documentation.

¹As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student whom rights have transferred and foster parent as defined in OAR 581-015-0005(18).

- B. Opportunity shall be afforded those persons or groups questioning the materials and for the teacher and any other person(s) involved in the selection or use of the questioned material to have an opportunity to meet with the committee to present their positions in the matter.
- C. The committee will review the material in question and form opinions based on the material taken as a whole.
- D. The committee will discuss the alternatives and formulate its decision within (10) school days by secret ballot if consensus cannot be reached.
- E. The recommendation of the committee will be communicated to the superintendent and to the Board through the superintendent. The superintendent will communicate the actions taken, and reasons therefore, in writing to all involved parties.
- F. If the concerned individual, staff member or other member of the committee is not satisfied with the committee's decision, he/she may request that the matter be placed before the Board at the next regularly scheduled Board meeting.

The Board will hear the matter in open session, and will be the final authority in the instructional materials appeal. The decision of the Board will be communicated to all involved parties within five school days after the Board renders its decision.

Procedures for the Reconsideration of Instructional Materials

Initiated by _____
name

_____ address _____ phone

Representing self _____ Organization or group _____
name

Material questioned:

A. Book/journal article, etc.: _____
title

_____ author _____ publisher _____ copyright date

B. Audio-Visual material: _____
(film, filmstrip, record, etc.) title

C. Other material: _____
(identify)

Please respond to the following questions. If more space is needed, please use additional sheet of paper.

1. Have you seen or read the material in its entirety?
2. To what do you object? Please cite specific passages, pages, etc.
3. What do you believe is the main idea of this material?
4. What do you believe might be the result from the use of this material?
5. What reviews of this material have you read?

6. For what age group might this material be suitable?
7. What action do you recommend that the school take on this material?
- a. Present material at a different level.
 - b. Do not assign or recommend it to my child.
 - c. Withdraw material from all students.
 - d. Other _____
8. What material do you recommend in its place that would provide adequate information on the subject?
9. Do you wish to make an oral presentation to the review committee?
- _____ Yes
- a. Please call the office of the superintendent (967-4501).
 - b. Please be prepared at this time to indicate the approximate length of your presentation will require.
- _____ No

PLEASE RETURN THIS FORM TO THE BUILDING PRINCIPAL

Received by principal:

signature

school

date