

Instructional Materials Selection

Board policy stipulates that CESD shall maintain collections of instructional materials for use in the instructional programs of CESD.

To ensure that materials acquired for the collections are oriented to the needs of the various curricula and diverse classroom practices, it shall be the policy of CESD to seek the cooperation and involvement of its own teachers and the teachers and administrators from component districts in the evaluation and selection of materials for the collections.

Component district teachers and administrators determine which of the available CESD materials are to be used in their respective schools. It is not the responsibility of CESD to judge the suitability of choices made by the local districts.

In establishing and maintaining instructional materials, CESD recognizes that not all materials will be appropriate for all programs and communities and that complaints about materials may be expressed from time to time.

Any complaints from patrons regarding the suitability of instructional materials shall be referred to:

1. The appropriate administrator if the complaint involves the use of materials in a CESD classroom or program. In this instance the procedure for reconsideration of instructional materials used in a CESD classroom or program will be followed;
2. The superintendent of the component district in which the patron resides if the complaint involves the use of CESD materials in a component district classroom or program. In this instance, the established policy of the local district will be followed in processing the complaint. The local district may decide to discontinue the use of certain CESD materials in its schools. Such a decision shall not prejudice the right of CESD to use its own discretion in continuing to provide that material to other districts.

Procedure for reconsideration of instructional materials used in a CESD classroom or program:

1. The classroom teacher or supervisor who receives a request for reconsideration of an instructional material will attempt to resolve the concern with the complainant;
2. All requests for reconsideration, whether or not resolved at Step One, will be reported to the appropriate administrator;

3. Requests for reconsideration not resolved at Step One will be processed by the appropriate administrator;
4. The person requesting reconsideration shall be supplied with a form which must be completed before consideration can be given;
5. CESD superintendent and Board chair shall arrange for a review committee of seven, consisting of one component district administrator, one classroom teacher, a CESD instructional materials specialist, a CESD Board member, and three citizens of CESD. The committee will proceed as follows:
 - a. The committee will meet, review the issues and expressions of those concerned, and return a written report of its findings to CESD's superintendent within four weeks;
 - b. The chair of the committee will be appointed by CESD Board chair;
 - c. One representative from CESD staff and the person requesting reconsideration may personally appear before the committee to provide information;
 - d. The committee may provide a public hearing for additional information;
 - e. The committee may recommend that the challenged material be:
 - (1) Retained without restriction;
 - (2) Not retained;
 - (3) Retained with restriction.
6. The committee will report its findings to the superintendent who will place the report on the agenda of the next regularly scheduled meeting of the Board;
7. The Board will make the final decision, binding upon all parties, which will be reported to CESD staff members involved and to the citizen registering the concern.

**Citizen's Request for Reconsideration of Instructional Materials
for Use in CESD Classrooms**

Title _____

Type of material _____

Publisher or Producer _____

Request initiated by _____

Telephone _____ Address _____

Complainant represents: Self _____
 Name of organization: _____

CESD classroom in which item was used or planned to be used: _____

1. To what in the material do you object? (Please be specific: cite pages, video 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 student exposure to this material in a learning situation? _____

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

5. Is there anything good about this material? If yes, please describe. _____

6. Did you examine all of the audiovisual material (or read the entire book)? _____

7. Are you aware of the judgment of this material by literary critics or educational reviewers? _____

8. What would you like the agency to do about this material? _____
_____ Do not assign it for student use in my student's classroom
_____ Withdraw it from all CESD students
_____ Send it back to the proper department for reevaluation

9. In place of this audiovisual material (or book) please recommend other material which you consider to be of superior quality which deals with the same topic. _____

Please indicate where the material you recommend can be obtained. _____

Signature of Complainant: _____ Date: _____

Please return completed form to superintendent's office, Clackamas Education Service District.