

Instructional Materials Selection

The ESD Board is responsible for the selection of instructional materials for ESD programs and services. The Board delegates to the superintendent the authority for the selection of instructional materials in accordance with state law, the regulations of the Oregon Department of Education and the general guidelines set out below:

Selection Objectives

When reviewing and selecting instructional materials, the objectives will be:

1. To select materials that will provide improvements in content, organization and teaching methods;
2. To ensure accurate and up-to-date content that includes new concepts, insights and facts;
3. To provide for sequential growth from level to level;
4. To provide a fair representation of the many religious, ethnic and cultural groups and their contributions to our American heritage;
5. To provide recognition of minority groups and women by placing them frequently in positions of leadership and example. There will be no discrimination or bias or prejudice toward sex, race, religion, national origin, marital status, disability or age.
6. Material will be selected by the appropriate professional personnel in consultation with the administration. Final decisions on purchase will rest with the superintendent or designee, subject to official adoption by the Board in the case of basic instructional materials.

Selection Criteria

All materials selected will be consistent with the following principles:

1. Materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
2. Materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. A background of information which will enable students to make intelligent judgments in their daily lives;
4. Materials on opposing sides of controversial issues, so that young citizens may develop, under guidance, the practice of analytical reading and thinking;

5. Materials representative of the many religious, ethnic and cultural groups, showing their contributions to our heritage;
6. The above principles will serve as a guide in the selection of all ESD instructional and media materials.

If parents or members of the public object to the use of certain instructional materials in an ESD program, the complaint shall be processed as follows:

1. All complaints to staff members are to be reported immediately to the superintendent or his/her designee;
2. If the complaint cannot be resolved at the district level or on an informal basis, the complainant will be furnished with a standard printed form which is to be filled out before formal consideration is given;
3. Materials subject to complaint will not be removed from use pending committee study and final action by the Board unless removal from circulation is directed by the superintendent;
4. A review committee of seven persons will be formed. The committee will consist of the superintendent or his/her designee, two ESD instructors, a curriculum specialist, a Board member and two lay persons. The ESD will provide a secretary to keep minutes of committee meetings. There will be no press releases until final action is taken by the Board.
 - a. The two lay persons and the Board member will be appointed by the Board chair. The two instructors and curriculum specialist will be appointed by the superintendent.
 - b. The committee will meet immediately and will organize itself and develop its own procedures. The committee will return a written report to the Board within three weeks of the assignment. As required by Oregon law, the committee meetings will be open to the public.
 - c. The committee may recommend that the questioned material be:
 - (1) Retained without restriction;
 - (2) Retained with specific restrictions;
 - (3) Not retained.

The recommendations of the review committee will be placed on the agenda of the first regular Board meeting following receipt for Board action whose decision shall be final.

The decision of the Board will then be communicated to all persons involved.

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

Title _____

Type of material _____

Publisher or Producer _____

Request initiated by _____ Telephone _____

Address _____

Complainant represents: Self _____

Name of organization: _____

ESD 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, filmstrip frames, 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? Yes No 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 ESD 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 _____, [] Education Service District