

## Challenge of Instructional Materials

### 1. Inquiries

- a. Any inquiry made to an administrator regarding instructional material by any person(s) shall be made known to the staff member(s) using the material. The staff member(s) shall be made aware of the person(s) making the inquiry.
- b. The administrator shall then arrange for the person(s) making the inquiry to meet with the staff member(s) using the material in an effort to resolve the issue informally.
- c. The administrator shall inform the person(s) making the inquiry that if they are not satisfied with the outcome of the informal process, they may file a formal written challenge with the assistant superintendent/chief academic officer.

### 2. Challenges

- a. All formal challenges shall be in writing on the district form prepared for this purpose and must be submitted to the superintendent.
- b. Upon receipt of a written challenge, the superintendent shall, within 10 student contact days, appoint the review committee and provide a copy of the written challenge to the staff member(s) involved.
- c. The review committee shall consider the challenge within 15 student contact days of the committee's appointment by the superintendent.
- d. The review committee, once appointed, shall recommend to the superintendent whether or not the challenged material should be withdrawn from use during the review process. The superintendent may withdraw challenged material following receipt of the recommendation from the review committee until final resolution is reached by the Board.
- e. Following a review of the challenged material, the review committee shall submit its report and recommendation to the superintendent for presentation to the Board. Copies of the recommendation shall be provided to the person(s) filing the challenge and to the staff member(s) involved.
- f. The Board shall announce its decision at the next Board meeting following receipt of the committee's recommendation. If the Board's decision is contrary to the recommendation of the review committee, the reasons will be communicated, in writing, to the review committee.
- g. The review committee shall be appointed by the superintendent and shall be composed of parents, teachers and district employees from the appropriate grade level.
  - (1) The review committee shall be chaired by a district office administrator appointed by the superintendent and shall be a non-voting member of the committee;
  - (2) The committee chair shall be responsible for documenting all proceedings, for adherence to established procedures and guidelines and for preparing and presenting the report and recommendation to the Board based on the minutes of the meeting(s). Additionally, the

chair will send copies of the committee's report and recommendation to the person(s) filing the challenge and the staff member(s) involved.

3. Procedures to be followed by the review committee:
  - a. Review "Challenge of Instructional Material" administrative regulation;
  - b. Establish a calendar for the review of the challenged material;
  - c. Review the challenged material considering the theme, concept, vocabulary, and illustrations as they apply to:
    - (1) The appropriateness of the material for the instructional objectives established for the lesson(s) in which it was used, including its presentation and follow-up;
    - (2) The appropriateness of the material's level of difficulty; and
    - (3) The appropriateness of the material for the age group(s) with which it was used.
  - d. Request that the staff member(s) involved submit a written explanation of their use of the challenged material, specifically addressing its relationship to the established curriculum and course objectives;
  - e. An opportunity will be provided to person(s) filing the challenge, staff member(s) involved, outside consultants, lay people, other staff members or other individuals to offer oral or written testimony on the challenge within such procedures and limitations as may be established by the chair with the consensus of the committee;
  - f. Review and discuss possible options for recommendation, including:
    - (1) Continued use of the material as used, with no reservations;
    - (2) Restricted or modified use of the material in terms of subject area, grade level, etc.;
    - (3) No further use of the material as a part of the regular or support curriculum in the district.
  - g. Procedures for voting:
    - (1) A quorum (one-half the committee membership plus one) shall be present to act upon any business to come before the committee;
    - (2) All motions and votes shall be recorded and reported in the minutes of the meeting(s);
    - (3) Votes will be recorded from only the members present at the time of the vote;
    - (4) A simple majority of those present is required for a motion to pass;
    - (5) Roll call votes may be taken.
  - h. Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Action shall be taken on that motion and any subsequent motions within the procedures outlined in section 3.g. above and consistent with parliamentary procedure;
  - i. All meetings of the review committee are subject to the Public Meetings Law pursuant to Oregon Revised Statute (ORS) 192.610 to 192.690.

**CHALLENGE REQUEST FORM FOR INSTRUCTIONAL MATERIAL**  
(Submit to superintendent)

Book or Other Printed Material if Applicable:

Author \_\_\_\_\_  Hardcover  Paperback  Other \_\_\_\_\_  
Title \_\_\_\_\_ Publisher \_\_\_\_\_ Date of pub. \_\_\_\_\_

Digital media, if applicable:

Title \_\_\_\_\_ Producer/Source (if known) \_\_\_\_\_

Type of digital media (video, etc.) \_\_\_\_\_

Request initiated by \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Person making the request represents

Self \_\_\_\_\_ (Print name)

Group or organization

Name of Group \_\_\_\_\_

1. To what in the item do you object? (Please be specific, cite pages, frames, etc.)

\_\_\_\_\_  
\_\_\_\_\_

2. In your opinion what harmful effects upon students might result from use of this item?

\_\_\_\_\_  
\_\_\_\_\_

3. Do you perceive any instructional value in the use of this item?

\_\_\_\_\_  
\_\_\_\_\_

4. Did you review the entire item? If not, what sections did you review?

\_\_\_\_\_  
\_\_\_\_\_

5. Should the opinion of any additional experts in the field be considered?  Yes  No

Please list suggestions if any: \_\_\_\_\_

6. What would you like the school to do about this material?

Do not use it with my student.

Withdraw it from use.

Send it back to the selector or selectors for evaluation.

Other \_\_\_\_\_.

7. In place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended? \_\_\_\_\_  
\_\_\_\_\_
8. Do you wish to make an oral presentation to the Review Committee?  Yes  No  
If yes, please call the superintendent's office at 503-359-2406.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date