

## Challenged Instructional Materials

Although great care is involved in selecting appropriate learning instructional materials, honest differences of opinion may develop and these should be handled in an impartial and factual manner. An orderly procedure which will assure a fair hearing to those who have objections and which will also protect the District and its employees from unreasonable demands is necessary. The process described below is intended to assure that carefully considered judgments are made in response to criticism or objections.

All complaints to staff members are to be reported immediately to the superintendent/principal, whether they come by telephone, letter or by personal interview.

Complaints involving a concern over an individual child or children of one family may be resolved by the superintendent/principal (i.e. excusing the student from use of the objectionable material).

1. A written statement, signed by the parent, shall be submitted to the superintendent/principal listing the book and/or material against which the complaint is made.
2. Alternative books and/or materials may be agreed upon by teacher, superintendent/principal, and parents consistent with the educational goals of the District.

An objection to general use of a book and/or materials shall be handled in the following manner:

1. A written complaint must be filed that lists the questioned material, clearly states the objection and gives the basis for the objection.
2. The superintendent/principal will date the complaint. Complaint will be presented to a Review Committee composed of the librarian, one teacher not from the area of involvement, a teacher from the area of involvement and one parent appointed by the superintendent/principal.
3. The Review Committee will:
  - a. Provide opportunity for complainant to express his opinions;
  - b. Examine materials under consideration;
  - c. Submit a written recommendation of disposition to the superintendent/principal within 30 calendar days.

Recommendation may be that challenged materials be:

- a. Retained without restriction;
- b. Retained with restriction as to availability and grade level;
- c. Judged as not being practical for instructional media.

4. Superintendent/principal shall report to the Board immediately the recommendations of the Review Committee. The decision of the Board shall be final.
5. The materials under consideration shall be kept available for the Review Committee, Board Members, and superintendent/principal.
6. Final action shall take place not later than 45 days after receipt of such request.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)