

## Instructional Materials Selection

### 1. Selection of Instructional Materials

#### a. Responsibility for Selection of Materials

- (1) The responsibility for the selection of instructional materials is delegated to the superintendent. For the purposes of this regulation the term “instructional materials” includes print and non print materials, including electronic and Internet or web-based materials or media (not equipment), whether considered classroom materials or media center materials.
- (2) The responsibility for coordinating the distribution of instructional materials to classes will rest with the superintendent. “Instructional materials” includes print and nonprint material provided in multiple copies for use by a total class or an appropriate segment of such a class.

#### b. Procedure for Selection

##### (1) Media

- (a) In purchasing materials for the media center, the librarian under supervision of the building principal will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purpose of this procedure, the term “media” includes all materials considered part of the library collection, plus all nonprint instructional materials housed in resource centers and classrooms.
- (b) Recommendations for purchase will be solicited from staff and students.
- (c) Gift materials shall be judged by the district’s instructional materials objectives and selection criteria and shall be accepted or rejected by those criteria.
- (d) Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

##### (2) Instructional Materials

- (a) Instructional materials committees may be appointed if determined by the administration to be appropriate at the time that adoption areas are determined. Appropriate subject area and instruction level will be included in each committee if that procedure is employed.
- (b) The general criteria for materials selection shall be followed by the committees.
- (c) The committee shall present its recommendation(s) to the superintendent.

(d) The superintendent shall submit the committee's recommendation(s) to the Board.

## 2. Objections to Instructional Materials

Any resident of the district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting such materials were duly qualified to make the selection, followed the proper procedure and observed the criteria for selecting such material.

- a. The district official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use unless removed through the procedure in section 3. f. (3) of this regulation.
  - (1) The district official or staff member initially receiving a complaint shall explain to the complainant the district's selection procedure, criteria and qualifications of those persons selecting the material.
    - (a) The district official or staff member initially receiving a complaint shall explain to his/her best ability the particular place the objectionable material occupies in the education program and its intended educational usefulness, or refer the complaining party to someone who can identify and explain the use of the material.
  - (2) In the event that the person making an objection to material is not satisfied with the initial explanation, that person should be referred to someone designated by the principal. If, after private counseling, the complainant desires to file a formal complaint, the person to whom the complainant has been referred will assist in filling out a Reconsideration Request Form in full.
  - (3) The individual receiving the initial complaint shall advise the principal of the initial contact no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. A written record of the contact shall be maintained by the principal.

## 3. Request for Reconsideration

Although care is exercised in selecting instructional materials, there will be occasions when a parent or resident may wish to request a reconsideration of the use of certain instructional materials. In such an event, the individual shall contact the teacher in an attempt to informally resolve the issues. If the matter cannot be resolved between the teacher and the individual calling for reconsideration, the matter will be referred to the principal. The principal shall:

- a. Have the parent or individual complete the form "Request for Reconsideration of Instructional Materials";
- b. Acknowledge receipt of all written or verbal requests for reconsideration of the use of instructional materials;
- c. Notify all staff members who are directly involved in the request;

- d. Contact the individual who made the request to discuss the issue further and attempt to resolve it.

If the issue is not resolved in the above manner, the following formal procedures will be followed. If at any point in the procedures the issue can be resolved, the process shall be terminated.

- a. The principal will forward the “Request for Reconsideration of Instructional Materials” and other appropriate correspondence to the deputy superintendent of instruction. A review committee will be established.
- b. The superintendent or designee will appoint a review committee composed of:
  - (1) A member of the original selection committee, if available;
  - (2) At least one teacher from an appropriate grade level;
  - (3) A media specialist from either the elementary level or secondary level depending on the instructional material being challenged;
  - (4) One high school student if high school instructional material is involved;
  - (5) The principal of the school involved;
  - (6) Two parents.
- c. The review committee will examine the material and make a recommendation to the superintendent. The material in question shall continue to be used until the formal procedure is completed.
- d. Action on the request shall be taken by the superintendent no later than 15 school days after principal receives the completed “Request for Reconsideration of Instructional Materials”.
- e. Appeal to the Hermiston Board of Education is available to the complainant if he/she is dissatisfied with the superintendent’s decision.

## Request for Reconsideration of Instructional Materials

(Submit to superintendent)

### Book or Other Printed Material If Applicable:

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

### Audiovisual Material If Applicable:

Title \_\_\_\_\_ Producer (if known) \_\_\_\_\_  
Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

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

Person making the request represent self \_\_\_\_\_ 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 \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

References: