

## **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 or designee. For the purpose of this regulation the term “instructional materials” includes print and nonprint materials, including digital content of software in a format such as 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 or designee. “Instructional materials” includes any organized system which constitutes the major instructional vehicle for a given course of study or any major part of the course.

#### **b. Procedure for Selection**

##### **(1) Media**

- (a) In purchasing materials for the media center, the librarian, under supervision of the 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 and following 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 4. F. 3) of this procedure.

- (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.

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 the material is not satisfied with the initial explanation, the person raising the questions 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**

- a. Any resident or employee of the district may formally challenge the appropriateness of instructional materials used in the district's education program. This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.
- b. All school offices will keep on hand and make available "Reconsideration Request Forms." All formal objections to instructional materials must be made on this form.
- c. The "Reconsideration Request Form" shall be signed by the complainant and filed with the superintendent.
- d. Within five business days of the filing of the form, the superintendent or person so designated by the superintendent shall file the material in question with the reconsideration committee. The committee shall recommend disposition to the superintendent.
- e. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by following the provisions of Section 4. F. 3) of this rule.

f. The Reconsideration Committee:

- (1) The Reconsideration Committee shall be made up of nine members:
  - (a) One teacher designated annually by the superintendent;
  - (b) One member of the administrative staff designated annually by the superintendent;
  - (c) Five members from the community appointed annually by the Board;
  - (d) One student selected annually by the student council.
- (2) The chair of the committee shall not be an employee or officer of the district. The secretary shall be an employee or officer of the district;
- (3) Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a three-fourths vote of the committee;
- (4) The committee shall receive all “Reconsideration Request Forms” from the superintendent or person designed by the superintendent;
- (5) The procedure for the first meeting following receipt of a “Reconsideration Request Form” is as follows:
  - (a) Distribute copies of written request form;
  - (b) Give complainant or a group spokesperson an opportunity to talk about and expand on the request form;
  - (c) Distribute reputable, professionally prepared reviews of the material when available;
  - (d) Distribute copies of challenged material as available.
- (6) The committee may request that individuals with special knowledge be present to provide information;
- (7) The complainant shall be kept informed by the superintendent concerning the status of the complaint throughout the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meetings;
- (8) The committee shall make its decision in either open or closed session. The committee’s final decision will be:
  - (a) To take no removal action;
  - (b) To remove all or part of the challenged material from the total school environment;
  - (c) To limit the educational use of the challenged material. The sole criteria for the final decision is the appropriateness of the material for its intended educational use. The vote on the decision shall be by secret ballot. The written decision and its justification shall be forwarded to the superintendent for appropriate action and to the complainant.
- (9) A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material;
- (10) Requests to reconsider materials which have previously been before the committee must receive approval of a majority of the committee members before the materials will again be considered. Every “Reconsideration Request Form” shall be acted upon by the committee;

- (11) Committee members directly associated with the selection of the challenged material shall be excused from the committee during the deliberation on such materials. The superintendent may appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications as that person excused;
- (12) If the complainant is not satisfied with the decision, a request may be made that the matter be placed on the agenda of the next regularly scheduled meeting of the Board.

**Reconsideration Request Form For Re-Evaluation of 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 (if known) \_\_\_\_\_

Type of media (video, 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 883-5000.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 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.

### 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 10 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 as follows:

(1) District employees (7):

Representing the high school level  
representing the middle school level  
representing elementary school level  
representing the district at large  
administrator;

Patrons (6):

Representing the high school level  
representing the middle school level  
representing elementary school level  
representing the district at large;

- (2) At least four of the district employees shall be licensed teachers. Members shall be selected from a list of people having expressed their willingness to serve on this committee;

- (3) Members will serve terms of three years on a rotating basis with the initial terms set by the superintendent (one-third shall serve one year, one-third shall serve two years, and one-third shall serve three years);

- (4) The review committee shall be chaired by a district office administrator appointed by the superintendent and shall be a nonvoting member of the committee;

- (5) 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 ORS 192.610 to 192.690.

## Challenge Request Form for Instructional Material

### Book or other printed material if applicable:

Author \_\_\_\_\_

Hardcover  Paperback  Other

Title \_\_\_\_\_

Publisher \_\_\_\_\_ Date of Pub \_\_\_\_\_

### Digital media if applicable:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type of media (video, 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 883-5000.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

References: