

Lane Education Service District Administrative Rule

Code: **IIA-AR**
Adopted: 9/1/94
Revised/Readopted: 6/26/01
Orig. Code(s): II/IIA-AR

Instructional Materials Selection

Board policy stipulates that Lane ESD shall maintain collections of instructional media for use in the instructional programs of the ESD and its component districts.

To ensure that materials acquired for the collections are oriented to the needs of the various curricula and diverse classroom practices, it shall be the policy of the ESD to seek the cooperation and involvement of its own teachers, the teachers and administrators from the component districts, parents and community members in the evaluation and selection of materials for the collections.

Teachers and administrators from the appropriate service area have the responsibility of choosing materials to be used in ESD classrooms and programs.

Component school district teachers and administrators determine which of the available ESD materials are to be used in their respective schools. It is not the responsibility of the ESD to judge the suitability of choices made by the component districts.

In establishing and maintaining a broadly varied collection the ESD recognizes that not all materials will be appropriate for all programs and communities and that complaints about materials may be expressed from time to time.

Any challenges from patrons regarding the appropriateness of instructional materials shall be referred to:

1. The appropriate division director if the complaint involves the use of materials in an ESD classroom or program. In this instance the procedure for reconsideration of instructional materials used in an ESD classroom or program will be followed;
2. The superintendent of the component district in which the patron resides if the complaint involves the use of ESD materials in a component district classroom or program. In this instance the established policy of the school district will be followed in processing the complaint. The component school district may decide to discontinue the use of certain ESD materials in its schools. Such a decision shall not prejudice the right of the ESD to use its own discretion in continuing to provide that material to other school districts.

Procedure for reconsideration of instructional materials used in an ESD classroom or program:

1. The classroom teacher or supervisor who receives a request for reconsideration of an instructional material will attempt to resolve the concern with the complainant;

2. All requests for reconsideration, whether or not resolved at step one, will be reported to the appropriate director;
3. Requests for reconsideration not resolved at step one will be processed by the appropriate director;
4. The person requesting reconsideration shall be supplied with a standard printed form which must be completed before consideration can be given;
5. The superintendent shall arrange for a review committee of seven persons consisting of one administrator, one classroom teacher, an appropriate ESD specialist, an ESD Board member and three citizens of the district. The committee will proceed as follows:
 - a. The committee will meet, review the issues and expressions of those concerned and return a written report of its findings to the superintendent within four weeks;
 - b. One representative from the ESD staff and the person requesting reconsideration may personally appear before the committee to provide information;
 - c. Staffing for the work of the committee shall be provided by the appropriate director. The chair of the committee will be appointed by the superintendent;
 - d. The committee may recommend that the challenged material be:
 - (1) Retained without restriction;
 - (2) Not retained;
 - (3) Retained with restriction.
6. The committee will report its findings to the superintendent who will place the report on the agenda of the next regularly scheduled meeting of the Board;
7. The Board will make the final decision, binding upon all parties, which will be reported to the ESD staff members involved and to the citizen registering the concern.

**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 _____

Citizen 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 a student exposed 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? If yes, please describe. _____

6. Did you examine all of the audiovisual material (or read the entire book)? _____

If not, what sections? _____

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 appropriate service area 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. _____

Date

Signature of Citizen

Please return completed form to appropriate Director, Lane Education Service District