

## **Request for Reconsideration of Instructional Materials**

### 1. Overview of Instructional Materials Selection

The Board adopts instructional materials in accordance with Oregon statute, the state textbook adoption cycle, district procedures set forth by administration and the following criteria:

- a. Students who will live most of their lives in the 21st century must have access to materials that will allow them to acquire the skills necessary to critically evaluate information, whether print or electronic;
- b. Materials shall be used in a manner that is nondiscriminatory and portrays multicultural perspectives;
- c. Instructional materials are appropriate to course and grade level and meet district instructional goals;
- d. Instructional materials shall be adopted that provide content knowledge and skills to enable students to transfer and use critical thinking and problem-solving skills in their daily lives.

### 2. Requests for Reconsideration of Instructional Materials

Requests for reconsideration of adopted or approved instructional materials on the part of an individual or organization shall first be brought to the attention of the teacher and principal.

- a. The principal, the individual making the request for reconsideration and the teacher will meet as soon as practical.
- b. If the issue is not resolved at the school level, a copy of the conclusions shall be given to the appropriate central office director and a second conference will be held with the director, the person bringing the request and the principal.
- c. In the event the issue remains unresolved, the individual or organization bringing forth the concern shall complete a Request for Reconsideration of Instructional Material Form 6430 Exhibit (I) provided by the district and deliver it to the superintendent's office.
- d. Materials subject to reconsideration shall not be removed from use, pending consideration by the Instructional Materials Review Committee and the final action of the Board unless so directed by the superintendent.
- e. Voting Committee Members:
  - (1) Two representative teachers;
  - (2) One nonclassroom, licensed staff member;
  - (3) Three to five School Advisory Committee parents representing the grade level of the concern (i.e., elementary, junior high, or high school).

Nonvoting Members:

- (1) Facilitator – Central Office administrator;
- (2) Process Observer – School Board Representative.

- f. The superintendent shall recommend an Instructional Materials Review Committee to the Board for approval. Within 90 days of Board approval, the Instructional Materials Review Committee shall hear the request.

The Instructional Materials Review Committee shall be comprised of six to eight voting members and two nonvoting members as follows:

- g. Instructional Review Committee may call upon other staff and community members to provide information to the committee as it deems necessary.
- h. The individual or organization bringing forth the request for reconsideration will be given the opportunity to meet with the committee to share their request and rationale. The teacher of the class in which the materials were used, and other person(s) involved in the selection or use of the material will have the opportunity to address the committee.
- i. The committee will review the material in question and form opinions based on the material taken as a whole and not on passages taken out of context.
- j. A written report of the findings of the committee will be forwarded to the superintendent. The committee may recommend that the questioned material be:
  - (1) Retained without reservation;
  - (2) Retained with reservation and/or restrictions on its use; or
  - (3) Not be retained.
- k. The superintendent will review the committee findings and provide a recommendation to the Board to:
  - (1) Accept the committee's recommendation without reservation;
  - (2) Accept the committee's recommendation with modifications; or
  - (3) Not accept the committee's recommendation.
- l. The superintendent may direct any additional requests or concerns that arise in the course of the reconsideration process to the same committee, or form a new committee.
- m. The Board will receive the recommendation of the Instructional Materials Review Committee and the recommendation of the superintendent. The committee facilitator and a SAC committee member will present the committee recommendation. The superintendent will present his/her recommendation.
- n. The individual, parties or organization bringing forth the request for reconsideration of adopted or approved instructional materials shall be given an opportunity to address the Board at the time the committee and superintendent recommendations are presented to the Board.
- o. The Board makes the final determination after receiving the committee and superintendent recommendations, and when applicable, the input of the individual, parties or organization bringing forth the request for reconsideration of adopted or approved instructional materials.