

### **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 building principal, whether they come by telephone, letter or by personal interview.

Complaints involving a concern over an individual student or children of one family may be resolved by the 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 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, 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 complaint must be filed on a "Request for Reconsideration of Instruction Material" form available in the principal's office. The complainant may fill out the form or will be assisted if they prefer to make an oral complaint.
2. The principal will date the complaint and forward a copy to the superintendent. The complaint will be presented to a Review Committee composed of a school board member, an administrator, the librarian, one teacher not from the area of involvement, a teacher from the area of involvement and three parents appointed by the superintendent.
3. The Review Committee will:
  - a. Provide an opportunity for the complainant to express his/her opinions;
  - b. Examine the materials under consideration;
  - c. Submit a written recommendation of disposition to the superintendent within 30 calendar days.

The recommendation may be that challenged materials will 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. The superintendent shall immediately report to the Board 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 the superintendent.
6. Final action shall take place no later than 45 days after receipt of such request.

END OF POLICY

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**Legal Reference(s):**

[ORS 336.035](#)  
[ORS 336.840](#)  
[ORS 337.120](#)  
[ORS 337.141](#)  
[ORS 337.150](#)

[ORS 337.260](#)  
[ORS 337.511](#)  
[ORS 339.155](#)  
  
[OAR 581-011-0050 to -0117](#)

[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-022-1140](#)  
[OAR 581-022-1520](#)  
[OAR 581-022-1640](#)

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6311-6322 (2006).