

## **Instructional Resources/Instructional Materials**

The Board supports the concept that schools produce an educated citizenry.

### **Textbook Selection**

Textbooks/Instructional materials shall be reviewed by respective teachers whose recommendations are presented to the superintendent.

Textbooks/Instructional materials must be listed on the state-accepted textbook/instructional materials list.

If a textbook/instructional material is selected that is not on the aforementioned list, an acceptable course of study must be submitted to the state for approval before selection can be made.

Supplementary textbooks/Instructional materials must be selected from lists submitted by the state.

### **Library Book Selection**

First responsibility for book selection in the library is given to teachers and librarians.

### **Procedure for Library Book and Textbook/Instructional Materials Selection**

1. Students, teachers and department heads, may initiate requests for library books.
2. The librarian and principal shall review requests in accordance with the Oregon Department of Education. Oregon state standards for school libraries require that the media guide program follow suggested basic materials for a media program.
3. Textbooks/Instructional materials shall be selected from an approved list which is submitted by the Oregon Department of Education.

### **Controversial Materials**

Materials dealing with the subject of religion should contain factual unbiased material which represents all major religions.

Materials dealing with ideologies should contain basic factual information on any philosophy which exerts a strong force, either favorably or unfavorably in government, current events, politics, education or any other phase of life.

Decisions on materials dealing with sex and profanity should be made on the basis of whether the material presents life in its true proportions, whether circumstances are realistically dealt with and whether the material has literary value or merit.

**Truth:** Factual accuracy, authoritativeness, balance and integrity.

**Art:** Quality of stimulating presentation, imagination, vision, creativeness and style appropriate to the idea.

### **Complaint Procedure**

The following procedures are to be observed for any complaint referring to a library book:

1. The complainant will complete the form: Citizen's Request for Reconsideration of a Library Book;
2. The form is submitted to the superintendent who will arrange for a review committee;
3. The review committee will consist of a building principal, a teacher and a librarian;
4. The review committee will review the material and report its findings to the citizen;
5. Copies of the request form and the report will be sent to the superintendent;
6. The committee may recommend that the library book be: (a) retained without restriction; (b) removed from circulation; or (c) retained for faculty resource only;
7. The citizen may appeal the decision to the Board;
8. The superintendent will report the committee's recommendation to the Board whose decision shall be final.

### **Procedure Concerning Challenged Textbook/Instructional Materials**

The following procedures shall be followed when dealing with complaints or challenges:

1. Filing of Complaint: Complaint shall first be referred to the school principal and shall be officially acknowledged;
2. All criticism must be presented in writing according to the proper form;
3. The material in question shall continue to circulate until the review committee takes final action.

## Citizen's Request for Reconsideration of a Book

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_ Publisher \_\_\_\_\_ Date of Pub. \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Complainant represents: self \_\_\_\_\_ Other group or organization \_\_\_\_\_

Please identify group/organization \_\_\_\_\_

1. To what in the book do you object? Please be specific, cite pages. \_\_\_\_\_

\_\_\_\_\_

2. What do you feel might be the result of reading this book? \_\_\_\_\_

\_\_\_\_\_

3. For what age group would you recommend this book? \_\_\_\_\_

\_\_\_\_\_

4. Is there anything good about this book? \_\_\_\_\_

\_\_\_\_\_

5. Did you read the entire book? \_\_\_\_\_ What parts? \_\_\_\_\_

\_\_\_\_\_

6. Are you aware of the judgment of this book by literary critics?

\_\_\_\_\_

\_\_\_\_\_

7. What do you believe is the theme of this book? \_\_\_\_\_

\_\_\_\_\_

8. What would you like your school to do about this book?

- \_\_\_\_\_ Do not assign it to my child.
- \_\_\_\_\_ Withdraw it from all students as well as from my child.
- \_\_\_\_\_ Send it back to the review committee for re-evaluation.

9. In its place what book of equal literary quality would you recommend that would convey as valuable a picture and perspective on our civilization? \_\_\_\_\_

\_\_\_\_\_

## END OF POLICY

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### **Legal Reference(s):**

[ORS 336.035](#)

[ORS 337.120](#)

[ORS 337.141](#)

[ORS 337.150](#)

[ORS 337.260](#)

[ORS 339.155](#)

[OAR 581-011-0050 to -0119](#)

[OAR 581-021-0046](#)

[OAR 581-022-1520](#)

[OAR 581-022-1640](#)

Improving America's Schools Act of 1994 (IASA), 20 U.S.C. 6301-8962.

### **Cross Reference(s):**

[KL](#) - Public Complaints