

Instructional Resources/Instructional Materials

1. General
 - a. Approved materials are those materials which have been approved by the Board as the primary instructional source in an elementary program area or in a secondary course.
 - b. Districtwide approval shall be made for each elementary and middle school program and for each high school core course.
 - c. Instructional materials for approved single and/or common courses shall be selected according to the criteria used for district acquired materials

2. Process for Screening and Approval of Basal Instructional Materials
 - a. Initiating the process:
 - (1) The approval process will be initiated when one or more of the following conditions prevail:
 - (a) Program changes require instructional material changes;
 - (b) Previously adopted materials are not longer available;
 - (c) The cost of previously adopted materials has become prohibitive;
 - (d) No district approval has been given in the programs since the last state adoption.
 - (2) The superintendent or his/her designee shall initiate the approval process.
 - (3) The responsibility for the curriculum revision and approval process shall be delegated to the principal.

 - b. Conducting a program assessment to determine the extent to which the curriculum must be revise:
 - (1) The teaching staff and principal shall conduct the program assessment.
 - (2) Sources of information:
 - (a) Oregon Department of Education Common Curriculum Goals;
 - (b) Current research in the program area;
 - (c) Results of a staff survey;
 - (d) Test data available in the program area.
 - (3) The site council shall be responsible for analysis of the results of the program assessment and for recommendations for program revision.

 - c. The screening and selection process is as follows:
 - (1) A representative from the site council shall chair a screening committee and be responsible for its training and operation;

- (2) Constitution of an elementary screening committee:
 - (a) Two teachers;
 - (b) One staff member from support services;
 - (c) One curriculum resource teacher;
 - (d) One community person.

- (3) Additional considerations for selecting members include:
 - (a) Equitable representation from geographic areas of the district;
 - (b) Balance between experienced and less experienced teachers;
 - (c) Balance between large and small schools;
 - (d) Balance between Title I and non-Title I schools.

- (4) Each secondary school will have representation on a secondary screening committee;
- (5) Initial tasks of the screening committee:
 - (a) An in-depth study of the results and recommendations generated from the program assessment.
 - (b) Review and revision, as necessary, of program goals and objectives.
 - (c) Review and revision, as necessary, of the program scope and sequence.

- (6) The screening will be conducted to insure compatibility with:
 - (a) State common curriculum goals;
 - (b) District goals and objectives;
 - (c) District preferred methods of instruction.

- (7) The committee will develop an instructional materials evaluation form which will include the following minimum criteria:
 - (a) The program will parallel the district scope and sequence;
 - (b) Student materials shall:
 - (i) Be written at an appropriate reading level;
 - (ii) Be written and illustrated in a fashion that appeals to students;
 - (iii) Present concepts in a logical fashion;
 - (iv) Contain content which is up-to-date and which reflects current research
 - (v) Contain realistic portrayal of minorities, women and the disabled;
 - (vi) Be sufficiently durable to last from six to eight years.

 - (c) The teacher edition shall:
 - (i) Be usable as a planning guide and provide teaching strategies;
 - (ii) Provide for different learning levels and rates;
 - (iii) Provide unit and chapter objectives;
 - (iv) Offer variety in methodology, taking into consideration current research;
 - (v) Contain a format and layout which can be used easily.

- (d) Support materials shall include:
 - (i) Suggested student activities;
 - (ii) Unit and chapter evaluation materials;
 - (iii) Student materials for reinforcement or extension of the subject.

- (8) The screening committee will evaluate the instructional materials in accordance with the following procedures:
 - (a) Publisher presentations are recommended for elementary adoptions;
 - (b) Publisher presentations are optional for secondary adoptions;
 - (c) The same amount of time shall be allotted to each publisher for the presentation of instructional materials;
 - (d) The same amount of time shall be allotted to the committee for evaluation of the program of each publisher;
 - (e) Each program will be evaluated by means of the instructional materials evaluation form;
 - (f) Unless requested to do so by the district, no publisher will:
 - (i) Go into any district school;
 - (ii) Send instructional materials to any district school;
 - (iii) Contact screening committee members.

- (9) The committee will:
 - (a) Compile the data from the instructional materials evaluation form;
 - (b) Analyze the results of the data;
 - (c) Report the results to the superintendent.

- d. Recommending for approval and presentation to the Board:
 - (1) The committee shall be responsible for preparation of the approval statement which will substantiate the recommendation for approval and will include the following:
 - (a) Program description;
 - (b) Evaluation criteria;
 - (c) Rationale for selection, including:
 - (i) Common Curriculum Goals, ~~CIM~~ and/or ~~CAM~~ standards;
 - (ii) District goals and objectives;
 - (iii) Instructional materials evaluation form results and conclusions.

 - (d) Impact statement including:
 - (i) In-service needs;
 - (ii) Facility impact;
 - (iii) Ongoing costs.

 - (e) Materials cost and publisher agreements.

- (2) The superintendent or his/her designee shall be responsible for presenting the recommendation to the Board.

3. Textbook Purchases

- a. Initial purchase of basal texts shall be made from district textbook approval funds.
- b. Instructional materials which fall into the following categories shall be purchased from school location funds, either through allocation and/or program budgeting and/or student fees:
 - (1) Replacement of lost/worn basal texts;
 - (2) Supplementary instructional materials;
 - (3) Basal texts for programs or courses not subject to the district approval procedures.

4. Use of Supplementary Instructional Materials

a. Definitions:

- (1) "Supplementary materials" are those which fall into one or more of the following areas:
 - (a) Materials which are not part of a district collection;
 - (b) Materials which have not been approved by the Board;
 - (c) Materials which are not recommended in district prepared curriculum guides;
 - (d) Materials which are not designed to be used primarily by educators for students in elementary or secondary schools.
- (2) Scope and sequence: An outline of the content and the order in which the content is to be taught for a given course

b. General

- (1) In order to take advantage of current material, to expand a learning experience with specialized material, or to provide a variety of learning materials that may be used frequently enough to warrant purchase, a teacher may occasionally wish to rent or borrow commercial or educational materials or use personally owned materials.
- (2) The content and appropriateness of these materials must conform, insofar as practical, to the policies and guidelines provided in Section I of the Board policy manual.

c. Implementation procedures and guidelines:

- (1) Arrangements for renting outside materials and scheduling of equipment for rented or privately owned materials will be made through the library media center;
- (2) The teacher will complete a request for nondistrict instructional material, submitting one copy to the principal or designee and retaining one copy.
- (3) Materials must:
 - (a) Fit the scope, sequence and objectives of the course;
 - (b) Occupy an appropriate amount of class time and be presented at an appropriate time, relative to the scope and sequence of the course;

- (c) Coincide with community attitudes and the emotional/intellectual level of the students. If such is not the case, measures have been taken to obtain parent consent;
 - (d) Present one side of a controversial issue only if other sides will also be presented;
 - (e) Be only one part of an instructional experience which also includes preparation, active participation and follow-up activities for the students;
 - (f) Comply with the laws relating to copyright.
- (4) Films with restricted rating may be used only under the following circumstances:
- (a) The principal must give written permission for use of the film.
 - (b) Any student viewing the film must be accompanied by a parent or guardian.
- (5) Films with an “X” rating shall not be used.
- (6) Any complaint about the use of nondistrict materials shall be resolved in accordance with Board policy and procedure.

5. Instructional Materials Complaint Process

- a. A complainant shall be supplied with a standard printed request for reconsideration of instructional materials which must be filled out before consideration may be given to the complaint.
 - (1) Complaint forms are available in school offices or the district administration office.
 - (2) Distribution of the form will be as follows:
 - (a) One copy to the principal, supervisor or administrator in charge;
 - (b) One copy to the superintendent’s office;
 - (c) One copy retained by the complainant.
- b. Materials subject to the complaint will not be removed from use until after committee study and final action of the Board.
- c. The district office will initiate the instructional materials complaint process by:
 - (1) Sending a letter to the complainant(s) acknowledging receipt of the form requesting reconsideration of instructional materials;
 - (2) Contacting the appropriate curriculum/library media coordinator who is to serve as secretary to the review committee;
 - (3) Contacting the appropriate curriculum/library media coordinator for a suggested date and time for the organizational meeting; and to request names of recommended classroom/library media teachers to serve on the committee;
 - (4) Consulting with the Board chair to determine the Board member and lay persons for the committee;
 - (5) Calling the prospective members to invite their participation;
 - (6) Sending a memorandum to confirm the committee member’s participation.

- d. A review committee shall be appointed according to the following procedures:
- (1) In the case of elementary and middle school materials, the committee shall be composed of seven members.
 - (a) Appointed by the Board chair:
 - (i) One Board member;
 - (ii) Two lay persons.
 - (b) Appointed by the principal
 - (i) Two classroom teachers;
 - (ii) One library media teacher;
 - (iii) One administrator.
 - (2) In the case of high school materials, the committee shall be composed of nine members.
 - (a) Appointed by the Board chair:
 - (i) One Board member;
 - (ii) Two lay persons.
 - (b) Appointed by principal
 - (i) Two classroom teachers;
 - (ii) One library media teacher;
 - (iii) One administrator;
 - (iv) Two students.
 - (3) The district library media coordinator shall serve as secretary and without vote for a committee involving library materials.
- e. The review process will include at least one meeting for organizational purposes and a second meeting to hear the complainant(s), discuss the material and vote on the action to be taken regarding the complaint.
- (1) The appropriate curriculum/library media coordinator will use the following procedures to conduct the organizational meeting(s):
 - (a) Introduce the committee members;
 - (b) Review the instructional materials complaint process;
 - (c) Review the complaint;
 - (d) In the case of library media materials, review the selection criteria for library books or audio-visual materials; in the case of adopted materials, review the adoption process;
 - (e) Distribute copies of the materials specific to the complaint, such a professional reviews for library books;
 - (f) Ask if the committee members need additional information and mail it to them;
 - (g) Discuss the current use of the materials in relationship to the complaint;

- (h) Set the date and time for the review committee meeting;
 - (i) Send a letter to the complainant(s) stating the date, time and location for the review committee meeting.
- (2) The appropriate curriculum/library media coordinator will use the following procedures to conduct the review committee meetings(s):
 - (a) The coordinator will review the process and clarify any questions for either the committee members or the complainant(s);
 - (b) The complainant(s) will be asked to explain their concerns regarding the material involved;
 - (c) The committee members may ask questions of the complainant(s);
 - (d) The committee will complete final deliberation and vote after the complainant leaves.
- f. Committee report
 - (1) The committee will return a written report of its findings to superintendent within six calendar weeks of its appointment unless circumstances prevent it.
 - (2) Should some circumstance, such as number and length of books to be considered, prevent a report from being made in six weeks, the coordinator shall report to the superintendent the circumstances involved and the timeline to be followed.
- g. The committee shall make its recommendation for the disposition of the material solely on the basis of the concerns contained in the complaint.
 - (1) Any other concerns of the committee may be outlined in the report to superintendent but should not affect the committee's decision.
 - (2) The committee shall recommend that the materials be:
 - (a) Retained without restriction;
 - (b) Retained with restriction;
 - (c) Removed from use;
 - (d) Retained with directions for use.
- h. The superintendent shall present the committee recommendation to the Board, which shall make a final decision.
 - (1) The recommendation will be presented for first reading by the Board at the next regularly scheduled meeting.
 - (2) The recommendation will be presented for action by the Board at a subsequent meeting.
- i. The decision of the Board shall then be reported to the principal of the school and other professional personnel, as appropriate, and to the complainant.

**South Wasco County School District #1
Request for Reconsideration of Instructional Materials**

Name _____ Telephone _____

Address _____ City _____ State _____ Zip _____

You represent: Yourself Group or organization

Name _____

Information Regarding Instructional Material

Printed Material

Audio-Visual Material

Title: _____

Title: _____

Author: _____

Type of Material: _____

To be Completed by School Personnel

Hardcover Paperback Producer: _____

Publisher: _____

Distributor: _____

Copyright date: _____

Copyright Date: _____

1. To what in the material do you object? (Please be specific) _____

2. What do you believe might be the result of using this material? _____

3. Did you review the material in its entirety? (Read all of the book or see the film and hear the discussion preceding and following the showing?) If not, what part did you review?

4. Are you acquainted with the judgment of this material by professional critics?

5. What would you like your school to do about this material?

- Do not use it with my child.
- Withdraw it from use with all students, as well as from my child.
- Send it back to the selector or selectors for re-evaluation.

6. In its place, what material of quality would you recommend that would be an appropriate substitute in the curriculum subject area involved?

Signature of complainant

Date