

## Print and Non-Print Materials: Instructional and Library

### Definitions

“Instructional materials”: includes print and non-print materials (not equipment) provided in multiple copies for use by a total class or a major segment of a class.

LMS: Library Media Specialist

### Selection of Instructional Materials

1. Responsibility for selection of instructional materials:
  - a. The responsibility for the selection of instructional materials is delegated to the superintendent;
  - b. While selection of materials may involve many people (principals, teachers, library media specialists, parents, students and community persons), the responsibility for coordinating the selection of most instructional materials and making the recommendation for purchase rests with the administration;
  - c. Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the superintendent;
2. Procedure for selection of instructional materials/textbooks:
  - a. Instructional materials committees may be appointed if determined by the administration to be appropriate at the time that adoption areas are determined. Appropriate subject area and instructional level staff will be included in each committee if that procedure is employed;
  - b. The general criteria for materials selected shall be followed by the committees;
  - c. The committee shall present its recommendation(s) to the superintendent or designee;
  - d. The superintendent shall submit the committee’s recommendation(s) to the Board.
3. Selection of Library Materials:
  - a. In purchasing print and non-print materials for the library media center, the library media specialist (LMS), under supervision of the principal, will evaluate the existing collection and the curriculum needs. Materials will be purchased after consulting reputable, professionally prepared selection aids and other appropriate sources;
  - b. Recommendations for purchase will be solicited from staff and students;
  - c. Gift materials shall be judged by the district’s instructional and library print and non-print materials objectives and selection criteria and shall be accepted or rejected by those criteria;
  - d. Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

## **Objections to Print and Non-Print Materials: Instructional and Library**

Any resident of the district may raise objection to instructional or library print and non-print materials used in the district despite the fact that the individuals selecting such materials were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such materials. The materials shall remain in use unless removed through this procedure.

### **1. Inquiries**

- a. A staff member receiving an objection to instructional or library materials shall try to resolve the issue informally.

The individual receiving the initial objection shall advise the principal of the initial contact no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. The principal shall maintain a written record of the contact.

- b. An inquiry made to an administrator regarding instructional or library materials shall be made known to the staff member(s) using the materials. The staff member(s) shall be made aware of the person(s) making the inquiry.
- c. The administrator shall then arrange for the person(s) making the inquiry to meet with the staff member(s) using the material in an effort to resolve the issue informally.
- d. The administrator shall inform the person(s) making the inquiry that if they are not satisfied with the outcome of the informal process, they may file a formal reconsideration request.

### **2. Requests for Reconsideration of Materials**

- a. All formal requests for reconsideration of materials shall be in writing on the district form prepared for this purpose and must be submitted to the superintendent or designee.
- b. Upon receipt of a written challenge, the superintendent shall, within 10 student contact days appoint the review committee and provide a copy of the written challenge to the staff member(s) involved.
- c. The review committee shall consider the challenge within 10 student contact days of the committee's appointment by the superintendent.
- d. The review committee, once appointed, shall recommend to the superintendent whether or not the challenged material(s) should be withdrawn from use during the review process. The superintendent may withdraw challenged material following receipt of the recommendation from the review committee until final resolution is reached by the Board.
- e. Following a review of the challenged material, the review committee shall submit its report and recommendation to the superintendent for presentation to the Board. Copies of the recommendation shall be provided to the person(s) filing the challenge and to the staff member(s) involved.
- f. The Board shall announce its decision at the next Board meeting following receipt of the committee's recommendation. If the Board's decision is contrary to the recommendation of the review committee, the reasons will be communicated, in writing, to the review committee.

g. The review committee shall be appointed by the superintendent and shall be composed as follows:

(1) District employees (5):

- (a) Representing the high school, middle school and grade school levels
- (b) Representing the district at large, administrative level

Patrons (4):

- (a) Representing the high school, middle school, and grade school levels
- (b) Representing the district at large

- (2) At least three of the district employees shall be licensed teachers. Members shall be selected from a list of people having expressed their willingness to serve on this committee.
- (3) The review committee shall be chaired by an administrator appointed by the superintendent and shall be a non-voting member of the committee.
- (4) The committee chair shall be responsible for documenting all proceedings, for adherence to established procedures and guidelines and for preparing and presenting the report and recommendation to the Board based on the minutes of the meeting(s). Additionally, the chair will send copies of the committee's report and recommendation to the person(s) filing the challenge and the staff member(s) involved.

3. Procedures to be followed by the Review Committee

The Review Committee will:

- a. Review of the administrative regulations for the **Objections to Print and Non-Print Materials: Instructional and Library**, the committee will establish a calendar for the review of the challenged material;
- b. Review the material considering the theme, concept, vocabulary, and illustrations as they apply to:
  - (1) The appropriateness of the material for the instructional objectives established for the lesson(s) in which it was used, including its presentation and follow-up;
  - (2) The appropriateness of the materials level of difficulty;
  - (3) The appropriateness of the material for the age group(s) with which it was used; and
  - (4) The appropriateness of its placement in the school library.
- c. Request that the staff member(s) involved submit a written explanation of their use of the material in question, specifically addressing its relationship to the established curriculum and course objectives;
- d. Provide an opportunity to person(s) filing the challenge, staff member(s) involved, outside consultants, lay people, other staff members or other individuals to offer oral or

written testimony on the challenge within such procedures and limitations as may be established by the chair with the consensus of the committee;

- e. Review and discuss possible options for recommendation, including, but not limited to:
  - (1) Continued use or availability of the material, with no reservations;
  - (2) Restricted or modified use of the material in terms of subject area, grade level, age, etc.; and
  - (3) No further use of the material as part of the regular or support curriculum or in the library.
  
- f. Procedures for voting:
  - (1) A quorum (one-half of the committee membership plus one) shall be present to act upon any business to come before the committee;
  - (2) All motions and votes shall be recorded and reported in the minutes of the meeting(s);
  - (3) Votes will be recorded from only the members present at the time of the vote;
  - (4) A simple majority of those present is required for a motion to pass; and
  - (5) Roll call votes may be taken.
  
- g. Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Actions shall be taken on that motion and any subsequent motions within the procedures outlined in section 3.f. above and consistent with parliamentary procedure.
  
- h. All meetings of the review committee are subject to the Public Meetings Law pursuant to ORS 192.610 to 192.690.

**Warrenton-Hammond School District #30**  
**Request Form for Reconsideration of**  
**Print and Non-Print Materials: Instructional and Library**

(Submit to Superintendent or Designee)

Book or Other Printed Material:

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

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_ Copyright date: \_\_\_\_\_

Audio-Visual Material (DVD, video, film, etc.)

Title: \_\_\_\_\_

Producer/Source \_\_\_\_\_ Type of material: \_\_\_\_\_

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

Address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Person making the request represents:

Self (print name) \_\_\_\_\_

Group or organization \_\_\_\_\_

1. To what in the item do you object? (Please be specific, cite pages, frames, etc.)

\_\_\_\_\_

\_\_\_\_\_

2. In your opinion, what harmful effects upon students might result from the use or availability of this item?

\_\_\_\_\_

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3. For classroom materials, did you perceive any instructional value in the use of this item?

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4. Did you review or read the entire item? If not, what sections did you review or read?

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5. Should the opinion of any additional experts in the field be considered? Yes \_\_\_ No \_\_\_

Please list suggestions, if any: \_\_\_\_\_

6. What would you like the school to do with this material?

- Do not use it with my child; do not allow my child to check out this material.
- Send it back to the selector(s) for further evaluation.
- Withdraw it from classroom use.
- Withdraw it from the library
- Restrict its library availability to \_\_\_\_\_.
- Other \_\_\_\_\_

7. In place of this item, would you care to recommend other material, which you consider to be of equal or superior quality for the purpose intended?

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8. Do you wish to make an oral presentation to the Review Committee? Yes \_\_\_ No \_\_\_

If yes, please call the Superintendent's office at 503-861-2281.

References: