

Gresham-Barlow SD 10

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4/07/22
Orig. Code: II/IIA-AR

Instructional Materials Selection (Version 1)

1. Selection of Instructional Materials

a. Responsibility for Selection of Materials

- (1) —The responsibility for the selection of instructional materials is delegated to the superintendent or designee. For the purposes of this procedure the term “instructional materials” includes print and nonprint materials, including digital content and internet or web-based materials or media (not equipment;
- (2) While selection of materials involves many people (principals, teachers, parents, students, supervisors, community persons and librarians), the responsibility for coordinating the selection of most instructional materials and making the recommendation for purchase rests with the superintendent or designee.
- (3) Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the superintendent or designee. For the purpose of this rule the term
- (4) “instructional materials” includes print and nonprint material provided in multiple copies for use by a total class or a major segment of such a class.

b. Procedure for Selection

(1) Media

- (a) In purchasing materials for the media center, the district media coordinator under supervision of the principal will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purpose of this procedure, the term “media” includes all materials considered part of the library collection, plus all non-print instructional materials housed in resource centers and classrooms.
- (b) Recommendations for purchase will be solicited from staff and students.
- (c) Gift materials shall be judged by the district’s 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.

(2) Instructional Materials

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(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 instruction level will be included in each committee if that procedure is employed.

(b) The general criteria for materials selection shall be followed by the committees.

(c) The committee shall present its recommendation(s) to the superintendent or designee.

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(d) The superintendent or designee shall submit the committee's recommendation(s) to the board.

(e) If applicable, the superintendent or designee shall notify ODE within 30 days of the Board independently adopting instructional material.

(f) Adopted materials shall align with State instructional standards.

(g) Adopted materials will be used as the primary instructional resource for instruction.

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(3) Supplementary Curriculum Materials

(a) Supplementary curriculum materials are those materials, which supplement the foundational program and are not included as a part of the district material adoption series or building media collection. Staff are expected to use good judgment in selecting supplementary materials.

(b) Supplementary materials should:

(i) Be congruent with district curriculum;

(ii) Provide materials to individualize instruction based on student need;

(iii) Provide additional materials to enrich the existing curriculum; and

(iv) Be appropriate to students' level of maturity.

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(4) Digital Materials

(a) In purchasing digital materials that require the use of apps, software, or websites to access, an appropriate representative or group shall evaluate the digital materials prior to purchase.

(b) Digital materials should:

(i) Maintain and appropriately handle student data privacy and security

(ii) Be compatible with existing software, hardware, and systems

(iii) Have sufficient accessibility functionality

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2. Objections to Instructional Materials

Any resident of the district may raise objection to instructional materials used in the district's educational program 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 material. It is the intent of this policy and procedure to resolve challenges at the lowest level and in the least amount of time. In most cases, this would be with the teacher or building principals. If, at any point, the issue can be resolved, the process shall be terminated.

a. The district official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use unless removed through the procedure and committee meeting identified in this regulation.

(1) The district official or staff member initially receiving a complaint shall explain to the complainant the district's selection procedure, criteria and qualifications of those persons selecting the material. In addition, the district official or staff member receiving a complaint shall explain to their best ability the particular place the objectionable material occupies in the education program and its intended educational usefulness, or refer the complaining party to someone who can identify and explain the use of the material.

(2) In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the questions should be referred to someone designated by the principal. If, after private counseling, the complainant desires to file a formal complaint, the person to whom the complainant has been referred will assist in filling out a Reconsideration Request Form in full. The Reconsideration Request Form shall be signed by the complainant and filed with the Superintendent or designee.

(3) The individual receiving the initial complaint 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. A written record of the contact shall be maintained by the principal.

3. Request for Reconsideration

a. Within 10 school days of receiving the "Request for Reconsideration of Instructional Materials," the assistant superintendent or designee will facilitate the committee work and appoint a review committee. The committee membership shall be representative of the school district by including teachers from the same grade or subject at which the material(s) is being used, parents/guardians, district media specialist and a principal. The committee may also include student(s). There will be an odd number of participants on the committee. The specific number of representatives from the various categories will be dependent upon the nature and use of the material in question.

b. The agenda for the first meeting of the review committee will be as follows:

- (1) Review/discuss materials reconsideration process;
- (2) Distribute copies of written request form;
- (3) Give complainant opportunity to talk about and expand on the request form;
- (4) Give the licensed staff or any other person involved in the selection or use of the questioned material the opportunity to present a position to the committee;
- (5) Distribute professional reviews of material in question, when available;
- (6) Distribute copies of challenged material.

c. The committee may come to a decision at the first meeting.

d. The committee may request that individuals with special knowledge be present to provide information.

e. The complainant shall be kept informed by the superintendent or designee concerning the status of the complaint throughout the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meetings.

- D** f. If the committee must meet again, it must reconvene to reach a decision within 10 school days of its first meeting. The committee may request of the superintendent additional days to complete its work.
- E** g. The committee may choose to meet in either open or closed session to discuss the material and all input received to make its decision. The decision must be based on the questioned work taken as a whole; the committee may not consider passages taken out of context.
- h. The committee will vote by secret ballot to reach its decision. A quorum of the committee must be present and majority vote is required for a motion to pass. The sole criterion for the decision is the appropriateness of the material for its intended educational use. The committee's written decision and its justification will be forwarded to the superintendent for action, to the complainant, and to the school involved within 10 school days of the decision.
- i. The committee's decision shall be one of the following:
- (1) Retain material without restriction;
 - (2) Retain material with appropriate restriction; or
 - (3) Remove material from the classroom/school.
- L** j. If the complainant or any staff member of the school involved is not satisfied with the decision of the committee, the decision may be appealed to the superintendent for Board consideration at its next regularly scheduled meeting. The Board's decision will be final.
- E** k. The superintendent or designee will report the decision of the Board to the complainant, principal of the school involved and other professional personnel, as appropriate.
- E** l. The complainant may, at any time during the process, upon written request to the superintendent, cause the reconsideration process to be terminated.
- T** m. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.
- n. Requests to reconsider materials which have previously been before the committee must receive approval of a majority of the committee members before the materials will again be considered. Every Reconsideration Request Form shall be acted upon by the committee.
- T** o. Committee members directly associated with the selection of the challenged material shall be excused from the committee during the deliberation on such materials. The superintendent may appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications as that person excused.
- E**

Reconsideration Request Form for Re-evaluation of Instructional Material
(Submit to superintendent)

Book or Other Printed Material If Applicable:
(Author Hardcover Paperback Other Title Publisher Date of Pub.)

Audiovisual Material If Applicable:

Title Producer (if known):

Type of Material (filmstrip, motion picture, etc.):

Request initiated by Telephone:

Address City Zip:

Person making the request represent self group or organization name of Group:

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 use of this item?

3. Do you perceive any instructional value in the use of this item?

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

5. Should the opinion of any additional experts in the field be considered? Y / N

Please list suggestions if any:

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

- a. Do not use it with my student
- b. Withdraw it from use
- c. Send it back to the selector or selectors for evaluation
- d. 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?

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

If yes, please call the superintendent's office at 503-261-4555

Signature: _____ Date: _____

References: _____

Gresham-Barlow SD 10

Code: IIA-AR(1)

Revised/Reviewed:

Instructional Materials

Core Instructional Materials¹

The Board selects core instructional materials. The responsibility to ensure procedures on selection and recommendations for core instructional materials are followed rests with the superintendent. The responsibility for coordinating the distribution of core instructional materials to classes also rests with the superintendent. It is the principal's responsibility to implement and maintain the core instructional materials, and teachers are expected to use selected core instructional materials in the classroom.

Materials selection committees will be appointed by the administration at the time necessary adoption areas are determined. The committee will review the materials and the general criteria for materials selection and provide a recommendation to the superintendent. The superintendent may make changes to the recommendation and shall submit a recommendation(s) to the Board for adoption prior to use. [²] The meetings of a selection committee for core instructional materials will follow Public Meetings Law.]

[If the district chooses to adopt core instructional materials which are not on the state-approved list, the rules outlined in OAR 581-022-2350 will apply [and are represented in administrative regulation IIA-AR(6) - Independent Adoption of Core Instructional Materials].]

Supplemental Instructional Materials³

The responsibility for evaluating and selecting supplemental instructional materials is delegated to [teachers, principals, librarians, and/or others, as determined appropriate], who may collaborate as part of the process. Other authoritative matter experts may be included when practicable, as determined by the district.

1. Materials will contain suitable readability levels and support the district's adopted curriculum content.
2. Recommendations for selection may be solicited from staff and may include students.

¹ "Core instructional material," sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks and print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books, or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

² {Depending on the structure of the committee and who the committee reports to, Public Meetings Law may apply to the committee meetings.}

³ "Supplemental instructional materials" means instructional materials used as part of the course of study, which are not part of the core instructional materials. They contain materials to supplement and/or differentiate core instruction and are generally teacher selected. These materials are not adopted by the Board. Materials required or assigned to be used as part of a class may be considered supplemental instructional materials, regardless of the source or location of the material.

3. Donated materials will be evaluated using the district's selection criteria and will be accepted or rejected based on those criteria.
4. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria and the replacement of lost and worn materials still of educational value.

School Library Materials⁴

1. In selecting materials for the school library or media center, a librarian, under supervision of the principal, will evaluate the existing collection and the curriculum needs. The librarian will consult reputable, professionally prepared selection aids and other professional sources. Materials will contain suitable readability levels.
2. Recommendations for selection may be solicited from staff and students.
3. Donated materials will be evaluated using the established selection criteria and will be accepted or rejected based on those criteria.
4. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria and the replacement of lost and worn materials still of educational value.

Classroom Library Materials⁵

1. When selecting materials for a classroom library, the teacher may consult staff and/or accept recommendations from staff and students.
2. Donated materials will be evaluated and may be accepted or rejected by the teacher.
3. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria.

⁴ "School library materials" means materials that are kept in the school library for student selection and use. The use of these materials may not be required for a particular class, but they may be selected by students to use. These may include books, media, newspapers, magazines, videos, websites, or databases, including in digital or print, etc. These materials are not adopted by the Board.

⁵ "Classroom library materials" means materials that are kept in the classroom for student selection and use. The use of these materials is not required for the class, but they may be selected by students to use. These may include books, media, newspapers, magazines, videos, etc. These materials are not adopted by the Board.

Gresham-Barlow SD 10

Code: IIA-AR(2)

Revised/Reviewed:

Reconsideration of Core Instructional Materials

Any staff member, student or their parent or guardian, or resident of the district may raise concern about core instructional materials¹ used in the district's educational program. This procedure is meant to provide a forum for those persons in the schools and the community who are not directly involved in the selection process. Access to materials under reconsideration will not be restricted during the reconsideration process.

Complaints alleging a material constitutes protected-class discrimination should be submitted through the district's discrimination complaint policy and procedures.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person making a request for reconsideration may withdraw their request at any time during the process.

1. Concern

- a. Concerns about core instructional materials should be submitted to the [principal]. If a staff member receives an informal inquiry, the staff member is to forward the inquiry to the [principal] [promptly].
- b. Any concern made to the [principal] about core instructional materials by any person(s) will be made known to the staff member(s) most directly involved with its use.
- c. The [principal] will arrange to meet with the person(s) with the concern[, and may include the staff member(s) most directly involved with its use,] in an effort to resolve the issue informally, within [15] days of receipt of the concern.
 - (1) The [principal] initially receiving a concern will explain to the person the district's selection procedure.
 - (2) The [principal] initially receiving a concern will explain to their best ability the particular place the material in question occupies in the educational program and its intended educational usefulness or include someone who can identify and explain the use of the material.
- d. The [principal] will inform the person(s) submitting the concern that if they are not satisfied with the outcome of the informal inquiry process above, they may file a written request for reconsideration of the material within [10] days of the conclusion of 1.c. The initial contact

¹ "Core instructional material," sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks, and print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

Concerns and requests for reconsideration of supplementary instructional materials or school or classroom library materials will be processed in accordance with the applicable administrative regulation.

P from the person and any outcome of a meeting or conversation will be documented and maintained by the [principal].

2. Request for Reconsideration

R a. [A staff member, student or their parent or guardian, or resident of the district wishing to file a request for reconsideration of core instructional materials must complete Step 1 above prior to filing a request for reconsideration.]
b. All requests for reconsideration will be in writing [on the form prepared for this purpose] [, signed by the complainant,] and must be submitted to the superintendent. All school offices will make forms available.

O c. Upon receipt of a written request for reconsideration, the superintendent [or designee] will appoint a reconsideration committee.

d. The reconsideration committee will be made up of at least [nine^{2}] members:

P (1) [Two] teacher[s] designated [annually] by the superintendent [or designee];
(2) [One school librarian designated [annually] by the superintendent [or designee];]
(3) [One administrator designated [annually] by the superintendent [or designee];]
(4) [[Four] members from the community [having expressed willingness to serve on this committee] appointed annually by the Board;]
O (5) [One student selected [annually] by the student council.]

[The reconsideration committee may include other designated district personnel in discussions about complaints which relate to an underrepresented group or a protected class.]

S [The committee selected will only serve to consider the material, which is the subject of the request for reconsideration, unless otherwise specified. After completion of the reconsideration committee's responsibilities, committee members will be returned to the pool.]

e. The use of the material identified in the request for reconsideration will not be suspended during the reconsideration process. Materials will not be removed for discriminatory reasons.

E f. The reconsideration committee will convene to consider the request for reconsideration received by the district. The committee will receive the request for reconsideration and copies of related materials and instructions on procedure during this committee meeting.

3. Procedures for the Reconsideration Committee

D a. The procedures for the reconsideration committee are as follows:

- (1) Select a chair [and a secretary]. [The chair of the committee will [not] be an employee of the district. The secretary will be an employee of the district];
- (2) Be responsible for documenting all proceedings; adhering to Public Meetings Law, when required; and established procedures and guidelines; and preparing and representing the recommendations to the superintendent;
- (3) [Establish a calendar for review of the material;]
- (4) Review copies of the request for reconsideration;

² {An odd number of members is recommended.}

- P**
- (5) [Review applicable materials such as a copy of the district or school mission statement; professional reviews of the materials being reconsidered, when available; state standards; and curriculum planning;]
- R**
- (6) Review copies of material being reconsidered, as available;
- (7) Consider the material's suitability in the context of the original use and the context in which the request for reconsideration was made;
- (8) Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations as they apply to:
- O**
- (a) The suitability of the material for the instructional objectives established for the lesson(s) in which it was used, including its presentation and follow-up;
- (b) The material's level of difficulty; and
- (c) The age group(s) with which it was used.

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b. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide offer oral or written testimony on the reconsideration within such procedures and limitations as may be established by the chair with the consensus of the committee.

O

c. The person who made the request for reconsideration will be kept informed by the superintendent or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of committee meetings.

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d. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.

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e. Review and discuss possible options for decision, including:

- (1) Continued use of the material as used, with no restrictions;
- (2) Restricted or modified use of the material in terms of subject area, grade level, and/or districtwide, related to the specific request for reconsideration; or
- (3) Removal of the material from the educational setting in which it was used.

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[The reconsideration committee will consider the material's suitability in the context in which the request for reconsideration was made.]

Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.

- f. The reconsideration committee's final recommendation will be issued within [45] days of receipt of the request by the district.

The written recommendation and its justification from the committee will be forwarded to the superintendent within [seven] days of issuance of the recommendation. Within [seven] days of receipt of the recommendation by the superintendent, a copy of the recommendation will be sent by the superintendent or designee to the person who requested the reconsideration and to the Board.

g. Procedures for voting:

- (1) A quorum³ will be present to act upon any business to come before the committee.
- (2) All outcomes of motions and votes by name will be recorded and reported in the minutes of the meeting(s).
- (3) Only votes of the members present at the time of the vote will be recorded⁴.
- (4) A vote in the affirmative from a majority of those present is required for a motion to pass.

4. Board Review

The Board will review the final recommendation and announce its decision at a Board meeting. If the Board's decision is contrary to the committee's recommendation, the reasons will be communicated, in writing, to the superintendent. The Board's decision, at minimum, should include a reference to grade level and subject area, for which the subject material can be used, if any. The Board will issue a decision within [30] days of receipt of the reconsideration committee's recommendation. The district will provide a copy of the Board's decision to the person who requested the reconsideration.

The timelines may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who made the request, and the staff member(s) involved.

Requests for reconsideration of the same material will not be accepted for at least [two] calendar year[s] following issuance of a decision on said material.

³ A "quorum" is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.

⁴ Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

Gresham-Barlow SD 10

Code: IIA-AR(3)

Revised/Reviewed:

Reconsideration of Supplemental Instructional Materials

Any staff member, student or their parent or guardian, or resident of the district may raise concern about supplemental instructional materials¹ used in the district's educational program. This procedure is meant to provide a forum for those persons in the schools and the community who are not directly involved in the selection process. Access to materials under reconsideration will not be restricted during the reconsideration process.

Complaints alleging a material constitutes protected-class discrimination may be submitted through the district's discrimination complaint policy and procedures.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person making a request for reconsideration may withdraw their reconsideration request at any time during the process.

1. Concern

- a. Any concern made regarding supplemental instructional materials by any staff member, student or their parent or guardian, or resident of the district will be made known to the [principal].
- b. The [principal] will arrange to meet with the person(s) with the concern [, and may include the staff member(s) most directly involved with its use,] in an effort to resolve the issue informally, within [15] days of receipt of the concern.

The [principal or staff member] will explain to their best ability the particular place the material in question occupies in the educational program and its intended educational usefulness or include someone who can identify and explain the use of the material.

- c. The [principal] will inform the person(s) submitting the concern that if the person is not satisfied with the outcome of the informal inquiry, they may file a written request for reconsideration within [10] days of the conclusion in 1.b. The initial contact from the person and any outcome of a meeting or conversation will be documented and maintained by the [principal].

2. Request for Reconsideration

- a. A staff member, student or their parent or guardian, or resident of the district wishing to file a request for reconsideration of supplemental instructional materials must complete Step 1 above prior to filing a request for reconsideration.

¹ "Supplemental instructional materials" means instructional materials used as part of the course of study, which are not part of the core instructional materials. They contain materials to supplement and/or differentiate core instruction and are generally teacher selected. These materials are not adopted by the Board. Materials required or assigned to be used as part of a class may be considered supplemental instructional materials, regardless of the source or location of the material.

- P** b. All requests for reconsideration will be in writing [on the form prepared for this purpose] [, signed by the complainant,] and must be submitted to the [principal]. If a request for reconsideration involves more than one material, a separate form must be completed for each material. A request to reconsider multiple titles in a series may be submitted on a single form. All school offices will make forms available.
- R** c. Upon receipt of a written reconsideration request, the [principal] will appoint a reconsideration committee [by random selection] [from a pool of previously identified interested individuals].
- d. Use of the material identified in the request for reconsideration will not be suspended during the reconsideration process. Materials will not be removed for discriminatory reasons.

3. **O** Reconsideration Committee

- a. The reconsideration committee shall be made up of at least [seven] members:
- P** (1) [Two] teacher[s] [designated by the principal] and will be from the grade level of the material under reconsideration;
- (2) [One librarian designated [annually] by the principal;]
- (3) [One administrator designated [annually] by the principal;]
- (4) [[Two] members from the community [having expressed willingness to serve on this committee] appointed by the principal;]
- O** (5) [One student selected [annually] by the student council.]

[The reconsideration committee may include equity, Title IX, and/or Section 504 personnel in discussions about concerns which relate to an underrepresented group or a protected class.]

S [Committee members directly associated with the selection of the material under reconsideration will be excused from the committee. The [principal] may appoint a replacement for the excused committee member, but such replacement will be of the same general qualifications as the person excused.]

E [The committee selected will only serve to consider the material, which is the subject of the request for reconsideration, unless otherwise specified. After completion of the reconsideration committee's responsibilities, committee members will be returned to the pool.]

4. Procedures for the Reconsideration Committee

- D** a. [{²} Designate a committee member to keep minutes of the committee.]
- b. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.
- c. [Review applicable materials such as a copy of the district or school mission statement, professional reviews of the materials being reconsidered, when available, state standards and curriculum planning.]
- d. Be responsible for documenting all proceedings; adhering to established procedures and guidelines; and preparing and representing the recommendations to the [principal].
- e. [Establish a calendar for review of the material.]

² {Will the district provide staff to keep minutes or will the committee be responsible for keeping its own minutes?}

- P** f. Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations (if any) as they apply to:
- R** (1) [The suitability 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 alignment of the material with the standards and curriculum;
- (3) The material's reading level and intended audience (literary level to comprehend the words as opposed to difficult topics);
- (4) The suitability of the material for the students it was used with; and
- (5) Professional review sources for the title/material, when available.]
- O** g. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide oral or written testimony on the reconsideration within such procedures and limitations as may be established by the committee.
- P** h. The person who made the request will be kept informed by the principal or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of such meetings.
- O** i. Review and discuss possible options for decision, including:
- (1) Continued use of the material as used, with no restrictions;
- (2) Restricted or modified use of the material in terms of [subject area, grade level, districtwide, related to the specific request];
- (3) Removal of the material from the educational setting in which it was used.
- S** [The reconsideration committee will consider the material's suitability in the context in which the request for reconsideration was made.]
- E** Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.
- D** The written recommendation and its justification from the committee will be forwarded to the [principal] within [seven] days of issuance of the recommendation. Within [seven] days of receipt of the recommendation by the superintendent, a copy of the recommendation will be sent by the superintendent or designee to the person who made the request for reconsideration and to the Board.
- j. Procedures for voting:
- (1) A quorum³ will be present to act upon any business to come before the committee.
- (2) All outcomes of motions and votes will be recorded and reported in the minutes of the meeting(s).

³ A quorum is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.

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- (3) Only votes of the members present at the time of the vote will be recorded⁴.
- (4) A vote in the affirmative from a majority of those present is required for a motion to pass.

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- k. The decision from the reconsideration committee will be issued within [45] days of receipt of the written request for reconsideration by the principal. The response to the request for reconsideration will include the committee's decision [and information regarding an appeal to the [superintendent] [Board]]. The decision will be copied to the involved parties, including the [principal]. The [principal] will also communicate the decision to the affected staff [and to the public].

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- l. [The committee's decision will be the final decision of the district.]

5. [Appeal to the [Superintendent]][Board]

F

A decision from the reconsideration committee may be appealed by [{⁵} the person who requested the reconsideration] to the [superintendent] [Board] by submission of the appeal to the [superintendent] [Board chair] within [15] days from issuance of the committee's decision. A copy of all procedural documents, recommendations, and decisions will be made available to the [superintendent] [Board]. [The Board will review the appeal and information at a Board meeting.] [The [superintendent] [Board] should review whether the correct procedure was followed. If the correct procedure was followed, the decision of the committee should be affirmed.] [The Board will make a decision regarding the appeal at a Board meeting.] The [superintendent] [Board] will issue a written decision to the involved parties within [30] days of receipt of the appeal.]

S

[If an appeal is made, the decision made by the reconsideration committee [is suspended pending the appeal (meaning, if applicable, that the material may remain in use until the appeal decision is made))] [remains in effect until the appeal is decided].]

The timelines in this administrative regulation may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who made the request and staff member(s) involved.

E

Requests for reconsideration of the same materials will not be accepted for at least [two] calendar year[s] following issuance of a decision on those materials.

D

⁴ Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

⁵ {Does the district want to limit who can file an appeal? Consider:

- Communication regarding the reconsideration committee's decision (if any member of the public can file an appeal, should the decision be communicated to the public);
- The impact of the decision (if the decision applies throughout the entire district, should the entire district be able to appeal the decision).}

Gresham-Barlow SD 10

Code: IIA-AR(4)

Revised/Reviewed:

Reconsideration of School or Classroom Library Materials

[Student choice reading is endorsed by the district as a key component of literacy and reading instruction. Students select reading materials with the understanding that parents or guardians will discuss concerns and expectations with them.]

Any staff member, student or their parent or guardian, or resident of the district may raise concerns about the materials available to students through the district's school and classroom libraries. This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process. Access to materials under reconsideration will not be restricted during the reconsideration process.

Concerns and requests for reconsideration alleging a material constitutes protected-class discrimination may be submitted through and will be processed in accordance with the district's discrimination complaint policy and procedures.

Meetings of the reconsideration committee are subject to Public Meeting Law.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person filing the request may withdraw their reconsideration request at any time during the process.

1. Concerns about School or Classroom Library Materials

- a. Any concern made regarding school or classroom library materials by any staff member, student or their parent or guardian, or resident of the district will be made known to the person responsible for the selection. For school library materials, share concerns with the [building's designated librarian]. For classroom library materials, share concerns with the classroom teacher.
- b. The person responsible for the selection of the material in question will respond and attempt to resolve the issue informally. Alternatively, the person responsible for selection may move the concern to the [principal] in 1.d. An initial response will be provided within [15] days of receipt of the concern.
- c. If the person who made the inquiry is not satisfied, they can request a meeting with the [principal].
- d. The [principal] will meet with the person, attempt to resolve the concern, and document the meeting. The staff member responsible for selection may be requested to attend this meeting. The [principal] will issue a follow-up communication about the outcome of the meeting to the person who made the informal inquiry and relevant staff within [10] days of receipt in 1.c.
- e. If the person who made the request is not satisfied with the outcome of the informal inquiry, they may file a written request for reconsideration within [10] days of the conclusion in 1.d. The initial contact from the person and any outcome of a meeting or conversation will be documented and maintained by the [principal].
- f. No materials will be removed or restricted from use as a result of an informal concern.

2. Request for Reconsideration of School or Classroom Library Materials

- a. A staff member, student or their parent or guardian, or resident of the district wishing to file a request for reconsideration of school or classroom library materials must complete Step 1 above, prior to filing a request.
- b. All requests for reconsideration will be in writing [on the form prepared for this purpose] [, signed by the complaint,] and must be submitted to the [principal]. If a request for reconsideration involves more than one material, a separate form must be completed for each material. A request to reconsider multiple titles in a series may be submitted on a single form. All school offices will make forms available.
- c. Upon receipt of a request for reconsideration, the [principal] will notify all staff member(s) who are directly involved in the request [, and forward the request to the [district librarian]]; a copy will be forwarded to the superintendent [or designee]].
- d. The [district librarian] [principal] [curriculum director] will, within [15] days, appoint a reconsideration committee [by random selection] [from a pool of previously identified interested individuals].
- e. Use of the material identified in the request for reconsideration will not be suspended during the reconsideration process. Materials will not be removed for discriminatory reasons.

3. Reconsideration Committee

- a. The reconsideration committee will be made up of at least [seven] members:
 - (1) [Two] teacher[s] [designated by the principal] and will be from the grade level of the material under reconsideration;
 - (2) [One librarian designated [annually] by the principal;]
 - (3) [One administrator designated [annually] by the principal;]
 - (4) [[Two] members from the community [having expressed willingness to serve on this committee] appointed by the principal;]
 - (5) [One student selected [annually] by the student council.]

[The reconsideration committee may include equity, Title IX and/or Section 504 personnel in discussions about requests that relate to an underrepresented group or a protected class.]

[The committee selected will only serve to consider the material, which is the subject of the request for reconsideration, unless otherwise specified. After completion of the reconsideration committee's responsibilities, committee members will be returned to the pool.]

4. Procedures for the Reconsideration Committee

- a. [{¹} Designate a committee member to keep minutes of the committee.]
- b. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.
- c. [Review applicable materials such as a copy of the district or school library mission statement and professional reviews of the materials being reconsidered, when available.]

¹ {Will the district provide staff to keep minutes, or will the committee be responsible for keeping its own minutes?}

- P** d. Be responsible for documenting all proceedings; adhering to established procedures and guidelines; and preparing and representing the recommendations to the [principal].
- e. Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations (if any) as they apply to:
- R** (1) [The material's availability for student selection from the school or classroom library;
- (2) The alignment of the material with the school or classroom library material selection criteria;
- (3) The material's reading level and intended audience (literary level to comprehend the words as opposed to controversial topics);
- O** (4) The suitability of the material for the students it is available for; and
- (5) Professional review sources for the title/material, when available.]
- f. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide oral or written testimony on the reconsideration within such procedures and limitations as may be established by the committee.
- P** g. The person who made the request will be kept informed by the principal or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of such meetings.
- O** h. Review and discuss possible options for a decision, including:
- S** (1) Continued use of the material as used, with no restrictions;
- (2) Restricted or modified use of the material in terms of [subject area, grade level, district-wide related to the specific request]; or
- (3) Removal of the material from the educational setting.
- [The reconsideration committee will consider the material's suitability in the context in which the request for reconsideration was made.]
- E** Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.
- D** The written recommendation and its justification from the committee will be forwarded to the [principal] within [seven] days of issuance of the recommendation. Within [seven] days of receipt of the recommendation by the [principal], a copy of the recommendation will be sent by the [principal or designee] to the person who requested the reconsideration and to the Board.
- i. Procedures for voting:
- (1) A quorum² will be present to act upon any business to come before the committee.

² A quorum is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.

- P**
- (2) All outcomes of motions and votes will be recorded and reported in the minutes of the meeting(s).
 - (3) Only votes of the members present at the time of the vote will be recorded³.
 - (4) A vote in the affirmative from a majority of those present is required for a motion to pass.

R

j. The decision from the reconsideration committee will be issued within [45] days of receipt of the written request for reconsideration by the [principal]. The response to the request for reconsideration will include the committee's decision [and information regarding an appeal to the [superintendent] [Board]]. The decision will be copied to the involved parties, including the [principal]. The [principal] will also communicate the decision to the affected staff [and to the public].

O

k. [The committee's decision will be the final decision of the district.]

5. [Appeal to the [Superintendent] [Board]]

P

A decision from the reconsideration committee may be appealed by [{⁴} the person who requested the reconsideration] to the [superintendent] [Board] by submission of the appeal to the [superintendent] [Board chair] within [10] days from issuance of the committee's decision. A copy of all procedural documents, recommendations, and decisions will be made available to the [superintendent] [Board]. [The Board will review the appeal and information at a Board meeting.] [The [superintendent] [Board] should review whether the correct procedure was followed. If the correct procedure was followed, the [superintendent] [Board] should affirm the decision of the committee.] [The Board will make a decision regarding the appeal at a Board meeting.] The [superintendent] [Board] will issue a written decision within [30] days of receipt of the appeal to the involved parties.]

S

[If an appeal is made, the decision made by the reconsideration committee [is suspended pending the appeal (meaning, if applicable, that the material may remain in use until the [superintendent] [Board] makes its decision)] [remains in effect until the appeal is decided by the [superintendent] [Board].]

E

The timelines in this administrative regulation may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who requested the reconsideration and staff member(s) involved.

D

Requests for reconsideration of the same materials will not be accepted for at least [two] calendar year[s] following issuance of a decision on those materials.

³ Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

⁴ {Does the district want to limit who can file an appeal? Consider:

- Communication regarding the reconsideration committee's decision (if any member of the public can file an appeal, should the decision be communicated to the public);
- The impact of the decision (if the decision applies throughout the entire district, should the entire district be able to appeal the decision).}

Gresham-Barlow SD 10

Code: IIA-AR(5)

Revised/Reviewed:

Request for Reconsideration of Instructional or Library Materials Form

(Submit to [Principal])

[Student choice reading is endorsed by the district as a key component of literacy and reading instruction. Student choice in reading materials is honored, with the understanding that parents/guardians have the final decision in what their child is reading. When materials are challenged, the principles of the freedom to read, listen, and view will also be considered for all students.]

Please complete this form in its entirety for consideration. This document will become a public record and is subject to public records requests.

Requests for reconsideration will be processed in accordance with the following:

1. Core instructional materials: IIA-AR(2) - Reconsideration of Core Instructional Materials
2. Supplemental instructional materials: IIA-AR(3) - Reconsideration of Supplemental Instructional Materials
3. School and classroom library materials: IIA-AR(4) - Reconsideration of School or Classroom Library Materials

People who wish to file a request for reconsideration of [supplemental and/or school or classroom library materials] must follow the informal process for concerns related to those instructional materials prior to filing this request for reconsideration.

Request initiated by: _____ Phone _____

Address _____ City _____ Zip _____

Email: _____

Book or other material:

Title: _____ Author _____

Publisher: _____ Publication Date: _____

Type of material: ☐ Article ☐ Audio recording ☐ Book ☐ Textbook ☐ Video ☐ Website

☐ Other: _____

Producer/Source (if known): _____

Please respond to the following questions.

1. Did you discuss your concerns with the teacher or other involved staff? ☐ Yes ☐ No

If no, you must first discuss your concerns with the teacher or other involved staff before filing a request for reconsideration.

If yes, on what date? _____

Please provide a summary of the conversation: _____

What is the name of the staff member(s)? _____

2. Did you review the entire material? ☐ Yes ☐ No

If not, what sections did you review? _____

3. How was the material acquired by the student (i.e., required reading, free choice selection, etc.)? _____

4. To what in the material do you object and why? (Please be specific and cite pages, frames, etc.) _____

5. What material do you recommend in its place which would provide information on the subject? _____

6. What action are you requesting the reconsideration committee consider? _____

7. Do you wish to provide oral or written testimony to the reconsideration committee?

☐ Yes, oral testimony ☐ Yes, written testimony ☐ No

If yes, please call the [principal's] office at [_____].

Signature

Date

P
Received by [principal]: _____
R
O
P
O
S
E
D

Date

References:

Gresham-Barlow SD 10

Code: IIA-AR(6)
Revised/Reviewed:

Independent Adoption of Core Instructional Materials

This administrative regulation applies to independent adoption of core instructional materials—materials which are not included on the state-approved list and are not supplemental, school library, or classroom library materials. The committee will include relevant subject area criteria published by the Oregon Department of Education.

1. Prior to an adoption study, teachers, administrators, parents, community members, and students may suggest materials they feel should be considered for adoption. Their specific suggestions or recommendations should be submitted to the [curriculum coordinator/curriculum administrator] of the content area to be reviewed.
2. The [curriculum coordinator/curriculum administrator] will compile and present all suggestions listed in Step 1 to a review committee. The review committee will be comprised of at least [five] members including the [curriculum coordinator/curriculum administrator,] [two] teachers, [two] parents of students in the district selected by the [curriculum coordinator/curriculum administrator] to represent elementary and secondary levels [and a district administrator or a librarian], as deemed appropriate.
3. In order to inform constituents who may wish to volunteer of the review process, an announcement will be made at a regular Board meeting, a public notice will be written, and affected parents will be notified at each building within one month of the committee's first meeting.
4. The committee will conduct a preliminary study of materials suitable for basic adoption. Publishers and curriculum consultants may be invited to participate in the study. Material under consideration for adoption by the committee will be available for review by district constituents upon request. An evaluation/rating instrument will be employed for all program/instructional materials considerations. The committee will decide whether to first initiate a pilot or trial use of a particular series or text or to proceed directly with an adoption. Any trial use or pilot should be coordinated and compatible with the proposed revisions in the curriculum guide. The proposed pilot or trial use must have approval of the principal and the teachers involved.
5. After a trial use or pilot in the classroom and/or committee review, the committee will release results of its evaluation of the instructional materials studied to the [superintendent]. Specific recommendations will be prepared and forwarded to the [superintendent]. The committee must show evidence of having used an evaluation or instrument to ensure conformity with curriculum program goals.
6. The [superintendent] [or designee] will review the recommended adoption and ensure that:
 - a. Appropriate procedures have been complied with;
 - b. Compatibility exists with other texts or skills presented at the same grade level in other curriculum areas;

- c. The cost is within budgeted amounts.

The [superintendent] [or designee] will issue a recommendation either endorsing the adoption proposal and forwarding it to the Board for approval or referring it back to the committee for revision or further study.

7. The Board may rule on the adoption recommendation or direct the superintendent to further action as it deems appropriate or conducive to reach established goals and objectives.

It is a principal's responsibility to implement and maintain the district-adopted instructional materials. Exceptions to implementation of this district-adopted instructional materials could occur only after following the procedure defined below:

1. If a teacher has a concern regarding the effectiveness/appropriateness of the adoption in the teacher's assignment area, the teacher may submit that concern in writing to the [principal]. If the [principal] shares that concern, the [principal] may refer the concern to the superintendent. [The superintendent will refer the concern to the [curriculum coordinator/curriculum administrator] for a recommendation.] The superintendent will issue a decision on the concern after receiving the recommendation;
2. If an administrator has a concern regarding the effectiveness/appropriateness of the adoption, or if the administrator would like to trial use/pilot a specific program, the concern or the request to pilot/trial use must be submitted to the superintendent for a decision. Should any pilot or trial use justify continuation beyond a single school year, the continued use requires the superintendent's approval.

A teacher or administrator may withdraw their concern at any time during the process.

Gresham-Barlow SD 10

Code: JEA-AR
Adopted: 5/02/02
Readopted: 9/24/15

Compulsory Attendance Notices [and Citations]**

{Highly Recommended. Compulsory attendance for education and/or registering homeschool students with the local ESD are statutory requirements of persons in charge of students ages 6 through to 18. This administrative regulation supports procedures required of public education providers. The district should consult with the ESD on which superintendent will issue a citation, if at all, for violations of ORS 339.035 before adopting bracketed language.}

Appropriate notices on student absences or irregular attendance may be issued by the district in accordance with law. [A citation may be issued by the superintendent or designee for noncompliance of ORS 339.035¹ in accordance with ORS 339.095.]

~~Compulsory attendance citations may be issued by the superintendent or designee as a means to enforce the compulsory attendance law. All such citations shall be issued according to the following procedures:¶~~

1. Attendance Supervisor

The attendance supervisor shall:

- a. Determine ~~that the~~ whether a parent or guardian has ~~either~~ failed to enroll their child and ~~his/her student or~~ to maintain the ~~child student~~ in regular attendance at public school. “Regular attendance” ~~means shall mean~~ attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which school is in session;
- b. ~~Verify the compulsory attendance violation through such means as matching attendance supervisor records with classroom teacher records;¶~~
- c. ~~Provide written compulsory attendance noncompliance notification to the parent or guardian within 24 hours of verification notification of the violation from the proper authority. If the student is a youth offender an adjudicated youth on parole or probation, at the same time notice is given to the parent or other person, the attendance supervisor shall notify the student’s parole or probation officer of the student’s absence;~~
- d. Serve the notification personally or by certified mail. The notification will be written in the ~~native home~~ language of the parent or guardian of the student;
- e. Ensure that ~~such~~ notification includes a statement requiring that the student ~~to must~~ appear at the public school on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
- f. Ensure that the notification states that the parent or guardian has the right to request an evaluation to determine if the child should have an individualized education program (IEP) or Section 504 plan (“504 plan”), ~~if the child does not currently have an IEP, or right to request a review of their child’s current IEP or 504 plan;~~
- g. Provide a copy of the notice ~~and pertinent attendance records~~ to the superintendent or designee at the time notice is given to the parent or guardian;¶

¹ ORS 339.035 provides requirements for teaching by private teacher, parent or guardian.

~~h. Notify the superintendent within three days of knowledge that the parent or guardian receiving the notification has not complied with the notice.~~ The attendance supervisor, within three days of knowledge of noncompliance by the parent or guardian, shall notify the superintendent.

2. Superintendent or Designee

The superintendent or designee will:

- a. ~~Review the compulsory attendance noncompliance notice and pertinent student attendance records a,~~

~~a.~~ If after review of attendance records a citation appears warranted, prior to issuing the citation, provide written notification to the parent or guardian. The notice will be written in the native language of the parent or guardian. The notice will be delivered personally or by certified mail and will state that:

- b. ~~(1)~~ The student is required to attend regularly, a school full-time during the school year;
~~(2)~~ Failure to send the student to school and to maintain the student in regular attendance is a Class C infraction;
- c. ~~(3)~~ A citation for violation of compulsory attendance laws may be issued by the superintendent or designee;
~~(4)~~ The parent has the right to request:
~~(a)~~ An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
~~(b)~~ A review of the student's current IEP.
- d. The parent or guardian has the right to request an evaluation to determine if the student should have an IEP or 504 plan, if the student does not have one, or a review of the student's current IEP or 504 plan;
- e. ~~(5)~~ The parent or guardian and student are required to attend a conference with the superintendent or designee. The date, time and place of conference will be specified in the notice. ~~This conference may not be scheduled until after an evaluation or review as described in item 4. Above, if requested by the parent, has been completed;~~
~~(6)~~ Failure to attend the conference or failure to send the student to school following the conference may result in the issuance of a citation.

If an evaluation or review as described in item c. above has been requested, this conference will be scheduled after its completion.]

3. Conference

The superintendent or designee ~~will~~ may conduct a conference with the parent or guardian and student. Auxiliary aids and services will be provided upon advance request. The superintendent or designee will:

- a. Review Oregon's compulsory attendance law and the student's attendance record;
- b. Determine the reasons for the noncompliance;
- c. Develop a plan for student attendance improvement (i.e., contract, etc.);

- d. Inform the parent and student of other available resources in the district and community, if available;
- e. Refer the parent or guardian and student to other agencies as necessary (i.e., Building Support Team; Youth Services Team; Oregon Department of Human Services, Community Human Services; Juvenile Department, etc.);
- f. Discuss the potential consequences for continued compulsory attendance noncompliance, including the potential for the issuance of a citation and the consequences for violation of the Board's student conduct and truancy policies, if applicable.

4. Citation

Compulsory attendance noncompliance citations may be issued by the superintendent or designee.

The superintendent or designee shall:

- a. Determine that the parent or guardian has continued to fail to enroll his/her student in school or maintain the student in regular attendance following a conference or has refused to attend the conference as required;
- b. Contact the clerk of the court for the county and determine which court will hear the case and when;
- c. Ensure official representing the district will be available to present evidence of the violation at the time and date specified;
- d. Determine whether the local court's interpretation of ORS 339.925 requires the student be named as defendant. Complete form accordingly;
- e. Complete Uniform Compulsory Attendance Citation and Complaint form as follows:
 - (1) Specify appropriate court: district, circuit, municipal or justice as appropriate;
 - (2) Specify when the court will hear the case, including: date, time and location of the court appearance at the bottom of the form;
 - (3) Provide all pertinent defendant information, including the name and address of the parent or guardian. Only one adult should be named as the defendant;
 - (4) Provide all pertinent offense information, including the period of time during which the absences occurred;
 - (5) Ensure the minimum number of absences constituting irregular attendance as defined in law has in fact occurred. Excused absences should not be counted for purposes of this citation;
 - (6) Provide all pertinent student information including: the grade, date of birth, length of time in the school district and parent(s) name(s). The Oregon Department of Education will compile this information at the end of the calendar year to determine trends in excessive absenteeism;
 - (7) Provide date superintendent's or designee's prior notification of attendance requirements, consequences including possibility of citation and conference meeting date was sent;
 - (8) Ensure that the prior notice was served to the same parent or guardian who is named as the defendant in the citation;
 - (9) Provide district name, date, superintendent's name and signature. If the superintendent has designated another district official to issue citations, such delegation will be documented and the delegated official's name and signature will appear on the form;
 - (10) Personally serve (not mail) the citation;

- ~~(11) Complete time and date citation was issued, name, title and signature of district official serving the citation;¶¶~~
 - ~~(12) Ensure that the parent or guardian is served with the goldenrod (bottom) copy;¶¶~~
 - ~~(13) Ensure the white and yellow copies are sent to the appropriate court, immediately after the citation is served;¶¶~~
 - ~~(14) Ensure the pink copy is retained by the district. Additional information may be maintained on the back of the pink copy, including the dates the attendance supervisor's and the superintendent's or designee's notifications were sent, dates of contact with parents or guardians and names of school staff who have been involved with the issue;¶¶~~
 - ~~(15) Consult with district's attorney to assist in these procedures as necessary.¶¶~~
- ~~f. Maintain student attendance records in accordance with applicable education records laws.¶¶~~

Gresham-Barlow School District
1331 NW Eastman Parkway
Gresham, OR 97030-3825
Phone: (503) 618-2450

***** ATTENDANCE SUPERVISOR'S NONENROLLMENT NOTICE *****

Date _____
Parent(s)/Guardian _____
Address _____

Dear _____,
(Parent/Guardian)

~~A determination has been made that~~ After review of attendance records, your student, _____, (Student's Name) ~~has not enrolled in school and has not been exempted from compulsory attendance~~ ~~for in school, under provisions of ORS 339.030, and is not currently enrolled in school.~~

In accordance with Oregon law, children between ages 6 through 18 ~~you are hereby notified that you must be enrolled in school. Please enroll your child~~ student at [name of school] School no later than the next school day following receipt of this notice and maintain your child student in regular attendance for the remainder of the school year.

¶

~~Please be advised that failure to comply with Oregon's compulsory attendance law is a Class C violation and may result in a compulsory attendance citation and complaint issued by the superintendent and a fine by a court.~~¶

¶

You may request an evaluation to determine if your child student should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or request a review of your child's student's current IEP or 504 plan.

[If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: [name of ESD and contact information].]

If you have questions and/or need assistance, please contact [name] at [number].

Sincerely,

Attendance Supervisor

cc: Principal/Superintendent

Gresham-Barlow School District
1331 NW Eastman Parkway | Gresham, OR 97030-3825
Phone: (503) 618-2450

***** ATTENDANCE SUPERVISOR'S IRREGULAR ATTENDANCE NOTICE *****

Date _____
Parent(s)/Guardian _____
Address _____

Dear _____,
(Parent/Guardian)

After review of attendance records, ~~A determination has been made that~~ your student, _____, (student name) is not maintaining regular attendance at a public school as required by ORS 339.065. "Regular attendance" is defined by Oregon law as attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period school is in session. According to attendance records, your child has had [] unexcused absences from school on the following dates: [].

~~According to school attendance records, your student has had unexcused absences from school [] days on the following dates: [].~~

~~¶~~
~~You are hereby notified that you must~~ Please send your ~~child~~ student to school no later than the next school day following receipt of this notice and maintain your ~~child~~ student in regular attendance for the remainder of the school year.

~~¶~~
~~Please be advised that failure to comply with Oregon's compulsory attendance law is a Class C violation and may result in a compulsory attendance citation and complaint issued by the superintendent and a fine by a court.~~

~~¶~~
You may request an evaluation to determine if your ~~child~~ student should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or request a review of your ~~child's~~ student's current IEP or 504 plan. If you request an evaluation for, or a review of, a current IEP or 504 plan, a conference will be held after such evaluation or review has been completed.

[If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: [name of ESD and contact information].]

If you have questions and/or need assistance, please contact [name] at [number].

Sincerely,

Attendance Supervisor

cc: Principal/Superintendent

Gresham-Barlow School District
1331 NW Eastman Parkway | Gresham, OR 97030-3825
Phone: (503) 618-2450

~~**** SUPERINTENDENT'S NOTICE OF COMPULSORY ATTENDANCE NONCOMPLIANCE ****~~

Date _____
Parent(s)/Guardian _____
Address _____

Dear _____,
(Parent/Guardian)

According to ~~school~~ district records, you were notified by the district's attendance supervisor on [date] that your ~~child~~ student, [name], [is not yet enrolled] ~~has [failed to enroll in school]~~ [is not maintaining] ~~failed to maintain~~ regular school attendance] [is not enrolled with the local education services district] as required by Oregon ~~compulsory attendance laws~~.

Your ~~child~~ student was required to appear in school no later than the next school day following your receipt of the ~~that~~ notice and to maintain regular attendance for the remainder of the school year. District records indicate your ~~child~~ student continues to be absent from a public school. A child is required to regularly attend a full-time school.

~~The superintendent or designee may issue a citation for your continued violation of Oregon's compulsory attendance law. A student is required to regularly attend a full-time school. Failure to send the student to school and to maintain the student in regular attendance is a Class C violation. A citation for such compulsory attendance violations may result in a court fine. ¶~~

You [may] ~~did not~~ request an evaluation of your ~~child's~~ student's individualized education program (IEP) or Section 504 plan or a review of ~~your student's current IEP same.~~ [requested an evaluation to determine if your ~~child~~ student should have an individualized education program (IEP) or Section 504 plan.] [[requested a review of an existing IEP or Section 504 plan for your ~~child~~ student] and the requested evaluation or review was completed on [date].]

~~In accordance with law, you~~ You and your ~~child~~ student are ~~required~~ requested to attend a conference with [designated school official] on [date] at [time] to discuss:

- ~~1. Oregon's compulsory attendance law and your ~~child's~~ student's attendance record; ¶~~
- ~~2. The reasons for your noncompliance; ¶~~
- ~~3. The development of a plan for improvement;~~
4. Resources available to help your ~~child~~ student be successful in school, referrals to other agencies as may be needed and such alternative education information as may be required by law;
5. Any questions you may have concerning ~~the potential consequences for continued noncompliance with Oregon's compulsory attendance law, as set forth above and as provided in Board student conduct and truancy policies~~ possible district programs and resources to help your child attend regularly.

~~Failure to attend this conference or failure to send your student to school and to maintain your student in regular school attendance following this conference will result in the issuance of a citation to you, as provided by law. ¶~~

[If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: [name of ESD and contact information].]

If you have questions and/or need assistance, please contact [name] at [number].

Sincerely,

Superintendent or designee