

## IIA-AR2(A) - Instructional Materials Conversation Guide for Principals

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

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### Preparing for a Conversation

- The goal is to resolve complaints informally whenever possible.
- Greet the person with a smile. Listen more than talk.
- Communicate an openness to receive inquiries and take any concern seriously.
- Acknowledge the individual's concern.
- As the parent, you are the most important teacher for your child.
- You have options. We will work with you to find an alternative.
- Talk about freedom of choice, the school's role in serving all people, and the responsibility of parents to supervise their own child's book use.
- Avoid giving personal opinions.
- Be prepared to explain the TRSD procedures for registering a request for reconsideration.

### Selection Criteria for Instructional Materials

Materials selected will be carefully evaluated based on the following selection standards and guidelines. In most instances, the selected materials should meet a significant number of the criteria listed below, although a single resource need not meet all the criteria in order to be selected. Materials will be selected for their strengths rather than rejected for their weaknesses. These criteria apply to the selection of new materials for multiple school use, single school use and individual classroom and library use as well as materials donated to the district.

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|-------------|---|
| Standard 1: | Materials shall be consistent with and provide both support and enrichment for the district's general educational goals, its selected program goals and the objectives of specific courses.   |
| Standard 2: | Materials shall meet high standards of quality in: factual content, educational significance, readability, artistic quality and/or literary style presentation, physical format and technical quality.  |
| Standard 3: | Materials shall be appropriate for the ability level, learning styles, emotional and social development of the students for whom the materials are selected.  |
| Standard 4: | Materials shall promote growth in factual knowledge and critical thinking.  |
| Standard 5: | Materials shall stimulate growth in the areas of literary appreciation, social and aesthetic values and ethical standards.  |
| Standard 6: | Selected materials shall support a balanced approach to controversial issues that will include representation of various points of view even when those opinions represented are controversial. The inclusion of controversial materials does not imply endorsement of the ideas by district personnel. |
| Standard 7: | Materials shall represent the contribution of all people regardless of age; gender; belief system (e.g., religious, spiritual, political, social); racial, ethnic and cultural origin; socio-economic background, diverse ability or disability.  |
| Standard 8: | Materials selected will be in compliance with all criteria and procedures as outlined on OAR 581-011-0050 to -0119 and ORS Chapter 337.   |

## Instructional Materials Conversation Guide for Principals

### SCHOOL:

Type of material:

☐ Book    ☐ DVD/Movie    ☐ Journal    ☐ Drama Script    ☐ Audio    ☐ Other

Title:

Author:

Publisher or Producer:

Request Initiated by:

Phone:

Email:

Address:

Is the concerned individual a resident of  
Three Rivers School District?

☐ Yes

☐ No

(If 'No', this process does not apply.  
See IIA-AR2 for more information.)

### Question/Discussion Prompts:

1. How was the item acquired by your child? (required reading, free choice selection, etc.)

2. To what do you object and why?

3. Have you seen or read this material in its entirety?

4. Have you taken these concerns to the teacher? If yes, what resulted from this conversation?

5. Was an alternate choice of instructional materials given to your child (if required reading)?

6. How can we make sure your family's needs are met for your child regarding instructional materials?

Completed by principal:

Date:

\_\_\_\_\_ I am satisfied with the results of this conversation and my concerns have been resolved.

\_\_\_\_\_ I would like to complete the Request for Reconsideration form to continue the process.

Signature:

Date: