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## **Instructional Materials Selection**

The district will provide a wide range of materials representing different levels of difficulty, diversity of appeal and different points of view.

The inclusion of any item in a collection does not necessarily mean that the district advocates or endorses the contents of that item.

### **Objectives of Selection**

1. To provide instructional and supplemental materials that will enrich and support the curriculum, taking into account the varied interests, abilities and maturity levels of the students being served;
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. To provide a background of information, which will enable students to make intelligent judgments in their daily lives;
4. To provide materials on opposing sides of controversial issues in order that young citizens may develop, under guidance, the practice of critical analysis of all media;
5. To provide materials representative of the many religious, ethnic and cultural groups, and of their contribution to the heritage and culture of America and the world;
6. To place principle above personal opinion and reason above prejudice in the selection of materials of high quality in order to assure a comprehensive collection appropriate for the user.

### **Selection of Instructional Materials**

The Board is legally responsible for all matters relating to the operation of the district.

The responsibility for the selection of instructional materials is delegated to the superintendent or designee. For the purposes of this administrative regulation the term “instructional materials” includes print and nonprint materials, including digital content of software in a format such as electronic and Internet or web-based materials or media (not equipment), whether considered classroom materials or media center materials.

The responsibility for coordinating the distribution of instructional materials to classes will rest with the superintendent or designee. "Instructional materials" includes any organized system which constitutes the major instructional vehicles for a given course of study or any major part of the course.

### **Criteria for Selection**

The process of evaluating materials for inclusion in collections is continuous and systematic. It is preferable to examine materials before purchasing them; however, this is often impractical, if not impossible. In such cases, selection is based upon bibliographic reference sources, selected lists and reviews.

Materials will support and be consistent with the general educational goals of the district and the objectives of specific courses.

Materials for purchase are considered on the basis of: overall purposes; timeliness; importance of the subject matter; quality of writing or production; readability and popular appeal; authoritativeness; reputation of the author, artist, publisher, producer; format and cost.

Materials will be appropriate for the subject area and for the age, emotional development, ability level and social development of the students for whom the materials are selected.

Materials will have aesthetic, literary or social value.

Materials will be chosen that foster respect for individuals and minority groups and realistically represents our pluralistic society.

Materials will be acquired to encourage students and staff to examine their own attitudes and behavior and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in a democratic society.

Materials will be selected for their strengths rather than rejected for their weaknesses.

Biased or slanted materials may be provided to meet specific curriculum objectives.

The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.

Materials will not be excluded because of race, nationality, political or religious views of the writer or because of partisan or doctrinal disapproval of the reader. While the sensational and over-dramatic should not be included, the facts of sexual incidents or profanity should not automatically disqualify materials.

### **Procedure for Selection**

1. Media Materials

In purchasing materials for the media center, the district media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purposes of this policy, the term “media” includes all materials considered part of the library collection, plus all context instructional materials housed in resource centers and classrooms.

Recommendations for purchase may be considered from staff, student body and community persons.

Gift materials will be judged by the criteria for selection area in these administrative guidelines and shall be accepted or rejected on the basis of those criteria.

Selection is an ongoing process which should include the removal by the media specialist of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

## 2. Instructional Materials

Text materials committees will be appointed if determined by the administration to be appropriate at the time that text adoption areas are determined. Appropriate subject area, instructional level, media personnel and administrators may be included in each committee. The committee will be selected by the director of curriculum and student learning.

Criteria for text materials consistent with the general criteria for materials selection noted in criteria for selection area in these administrative guidelines will be developed by teacher committees.

After a thorough study of textbooks available, and with the advice of the director of curriculum and student learning, specialist, principals, and/or department chairs, and/or other resource persons, the textbook selection committee will submit recommendations to the Board for approval.

The district website and other media as appropriate will be used to advise parents that copies of the texts may be reviewed in the curriculum office. Comments of interested patrons regarding texts being considered will be forwarded to the textbook selection committee.

## 3. Supplementary Curriculum Materials

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

Supplementary materials should:

- a. Be congruent with district curriculum;
- b. Provide materials to individualize instruction based on student need;
- c. Provide additional materials to enrich the existing curriculum; and
- d. Be appropriate to students’ level of maturity.

Teacher requests for purchasing new supplementary materials will be forwarded through their department chair and/or principal.

## **Library Bill of Rights**

The American Association of School Librarians endorses the Library Bill of Rights of the American Library Association.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## **Suggested Selection Aids for Educational Materials**

1. Book selection aids published by the American Library Association;
2. H. W. Wilson catalog series;
3. Elementary School Library Collection;
4. Reviews in current periodicals of recognized merit;
5. Recommendations of the National Education Association, its divisions, and other national professional associations, such as:
  - a. National Council of Teachers of Social Studies;
  - b. National Council of Teachers of Mathematics;
  - c. Association for Educational Communications and Technology;
  - d. National Council of Teachers of English;
  - e. American Association for the Advancement of Science.
6. Lists recommended for school libraries by agencies such as:
  - a. Oregon State Library;

- b. Portland Public Schools;
- c. Multnomah County Library Association;
- d. Portland State University;
- e. Oregon Educational Media Association;
- f. Professional workshops.

### **Reconsideration of Instructional Materials**

The Board supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the “Library Bill of Rights” of the American Library Association and “Students’ Right to Read” of the National Council of Teachers of English.

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. If, at any point, the issue can be resolved, the process shall be terminated.

1. The district official or staff member initially receiving a complaint shall try to resolve the issue informally. The materials shall remain in use unless removed through the procedures of this regulation.
  - a. 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. The district official or staff member initially receiving a complaint shall explain to his/her 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.
  - b. 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 the principal or a designee. If after discussion the complainant desires to file a formal complaint, he/she will be given a Request for Reconsideration of Instructional Materials form (form 440-025) to complete.
  - c. 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.
2. The principal will forward the completed “Request for Reconsideration of Instructional Materials” and other appropriate correspondence to the assistant superintendent or designee within three school days after receipt from the complainant;
3. Automatic removal of materials is NOT implied by the receipt of the (Request of Reconsideration of Instructional Materials) written complaint. Materials may be temporarily withdrawn, however, at the discretion of the principal until the formal review procedure is completed.

## Review Procedure

1. Within 10 school days of receiving the “Request for Reconsideration of Instructional Materials,” the assistant superintendent or designee will appoint and convene a review committee comprised of the following:
  - a. One administrator (who will chair the committee and submit the written decision of the committee to the superintendent; the chair will vote only to break a tie.);
  - b. Two teachers from schools in the district (one may be from school involved);
  - c. One media specialist from another school in the district;
  - d. Three lay persons (at least one of whom resides in the attendance area of the school involved);
  - e. One student (if the material to be reconsidered is for grades 6-12).
2. The agenda for the first meeting of the Review Committee will be as follows:
  - a. Review/discuss materials reconsideration process;
  - b. Distribute copies of written request from;
  - c. Give complainant opportunity to talk about and expand on the request form;
  - d. 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;
  - e. Distribute professional reviews of material in question, when available;
  - f. Distribute copies of challenged material.
3. The committee may come to a decision at the first meeting.
4. The committee may request that individuals with special knowledge be present to provide information.
5. 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.
6. 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.
7. The committee may choose to meet in either open or closed session to discuss the material and all input received and 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.
8. The committee will vote by secret ballot to reach its decision. 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 five school days of the decision.
9. The committee’s decision shall pertain only to the involved school and shall be one of the following:
  - a. Retain material without restriction;
  - b. Retain material with appropriate restriction; or
  - c. Remove material from classroom/school.

10. 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.
11. The superintendent will report the decision of the Board to the complainant, principal of the school involved and other professional personnel, as appropriate.
12. As a result of a reconsideration action, no school will be compelled to keep, modify use or discard material because of its acceptance or exclusion from another school in the district, unless directed to do so by the Board.
13. The complainant may, at any time during the process, upon written request to the superintendent, cause the reconsideration process to be terminated.
14. 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.
15. 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.
16. 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.

#### **Staff Review**

1. A principal may review and temporarily remove from use instructional materials he/she deems inappropriate pending his/her initiation of a Request for Reconsideration of Materials form (Form 440-025) to the director of instruction.
2. Any member of the district staff may initiate a materials review using the Request for Reconsideration form (Form 440-025). The review process will be the same for staff complaints as it is for complaints by others.

**Centennial School District 28JT**  
**Request for Reconsideration of Instructional Materials**

**Book or other printed material, if applicable:**

Author: \_\_\_\_\_  
Title: \_\_\_\_\_  
Publisher: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

**Digital Media, (if applicable:**

Title: \_\_\_\_\_  
Producer: \_\_\_\_\_  
Type of media (video, CD ROM, computer application, etc.): \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

School in which item is used: \_\_\_\_\_

Person making the request represents: ☐ Self ☐ Group or Organization

If appropriate, name of group: \_\_\_\_\_

Address of group: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The following questions are to be answered after the complainant has read, viewed or listened to the material. If sufficient space is not provided, attach additional sheets. Please sign your name to each attachment.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. To what in the material did you object? Please be specific: cite pages, or sequences from video or software.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are you aware of how this material is being used in the school or classroom? ☐ Yes ☐ No



5. In your opinion, what harmful effects upon students might result from use of this item?

D

6. For what age group would you recommend this material be used? \_\_\_\_\_

7. Is there anything positive in this material? Please comment.

E

8. In the place of this item, what other material would you consider to be of equal or superior quality for the intended purpose?

L

9. What would you prefer the school do about this material?

- ☐ Do not assign it to my child.
- ☐ Have it re-evaluated by the staff.
- ☐ Withdraw it from all students at my child's school.

10. Do you wish to present your position orally to the Review Committee?

- ☐ Yes, indicate the approximate length of time your presentation will take: \_\_\_\_\_ minutes.
- ☐ No

E

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

**Please Return This Form to the Principal**  
(Copy to complainant upon receipt by principal.)

Received by the principal:

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

E