

Resources/Instructional Materials Complaint Procedure

There are many differences of opinion about any subject. Such differences of opinion come about with the use of instructional materials in the schools. An orderly procedure which would assure a fair hearing to those who have objections to materials, yet offer protection to the district and its employees from unreasonable demands, is necessary. The process offered by this district is intended to assure that carefully considered judgments are made in response to criticism or objection.

1. All complaints to staff members are to be reported immediately to the principal involved — whether these come by telephone, letter or by personal conference.
2. If the complaint cannot be resolved at the building level, the complainant will be furnished with a standard printed form which is to be filled out before formal consideration is given.
3. Materials subject to complaint will not be removed from use pending committee study and final action by the Board unless removal from circulation is directed by the superintendent.
4. A review committee of seven (7) persons will be formed. The committee will consist of an administrator, two representative classroom teachers, an instructional materials specialist, a Board member and two lay persons from the district. The district will provide a secretary to keep minutes of committee meetings. There will be no press releases until final action is taken by the Board.
 - a. The two lay persons and the Board member will be appointed by the Board chair. The administrator, two teachers and instructional materials specialist will be appointed by the superintendent.
 - b. The committee will meet immediately and will organize itself and develop its own procedures. The committee will return a written report to the Board and the superintendent within three weeks of the assignment. As required by Oregon law, the committee meetings will be open to the public.
 - c. The committee may recommend that the questioned material be:
 - (1) Retained without restriction;
 - (2) Retained with specified restrictions;
 - (3) Not retained.
5. The recommendations of the review committee will be placed on the agenda of the first regular Board meeting following receipt for Board action — whose decision shall be final.
6. The decision of the Board will then be communicated to all persons involved.

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?
Yes _____ No _____ Please list suggestions if any: _____

6. What would you like the school to do about this material?
_____ Do not use it with my student
_____ Withdraw it from use
_____ Send it back to the selector or selectors for evaluation
_____ 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 _____.

DATE

SIGNATURE