

## **Instructional Resources/Materials Selection**

Board policy stipulates that the ESD shall maintain collections of instructional materials for use in the instructional programs of the ESD.

In establishing and maintaining instructional materials, the ESD recognizes that not all materials will be appropriate for all programs and communities, and that complaints about materials may be expressed from time to time.

Any complaints regarding the suitability of instructional materials shall be referred to the appropriate administrator if the complaint involves the use of materials in an ESD classroom or program. In this instance the procedure for reconsideration of instructional materials used in an ESD classroom or program will be followed;

Procedure for reconsideration of instructional materials used in an ESD classroom or program:

1. The classroom teacher or supervisor who receives a request for reconsideration of an instructional material will attempt to resolve the concern with the person filing the complaint;
2. All requests for reconsideration, whether or not resolved at Step One, will be reported to the appropriate administrator;
3. Requests for reconsideration not resolved at Step One will be processed by the appropriate administrator;
4. The person requesting reconsideration shall be supplied with a standard printed form which must be completed before consideration can be given;
5. The ESD Superintendent and Board chair shall arrange for a review committee; consisting of at least one ESD administrator, one classroom teacher, one component district representative if appropriate, and an ESD Board member. The committee will proceed as follows:
  - a. The committee will meet, review the issues and expressions of those concerned and return a written report of its findings to the ESD superintendent within 30 working days;
  - b. The chair of the committee will be appointed by the ESD Board chair;
  - c. One representative from the ESD staff and the person requesting reconsideration may personally appear before the committee to provide information;
  - d. The committee may recommend that the challenged material be:
    - (1) Retained without restriction;

- (2) Not retained;
- (3) Retained with restriction.

- 6. The committee will report its findings to the Superintendent who will place the report on the agenda of the next regularly scheduled meeting of the Board;
- 7. The Board will make the final decision, binding upon all parties, which will be reported to the ESD staff members involved and to the person registering the concern.

**Request for Reconsideration of Instructional Materials  
for Use in ESD Classrooms**

Title \_\_\_\_\_

Type of material \_\_\_\_\_

Publisher or Producer \_\_\_\_\_

Request initiated by \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Complainant represents:  Self \_\_\_\_\_

Name of organization: \_\_\_\_\_

ESD classroom in which item was used or planned to be used: \_\_\_\_\_

1. To what in the material do you object? (Please be specific: cite pages, video sequence, etc.)  
\_\_\_\_\_

2. What do you believe is the theme or purpose of this material? \_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of student exposure to this material in a learning situation? \_\_\_\_\_  
\_\_\_\_\_

4. For what age groups would you recommend this material? \_\_\_\_\_

5. Is there anything good about this material?  Yes  No If yes, please describe. \_\_\_\_\_  
\_\_\_\_\_

6. Did you examine all of the audiovisual material (or read the entire book)? \_\_\_\_\_  
\_\_\_\_\_

7. Are you aware of the judgment of this material by literary critics or educational reviewers? \_\_\_\_\_

8. What would you like the agency to do about this material? \_\_\_\_\_  
 Do not assign it for student use in my student's classroom.  
 Withdraw it from all ESD students.  
 Send it back to the proper department for reevaluation.

9. In place of this audiovisual material (or book) please recommend other material which you consider to be of superior quality which deals with the same topic. \_\_\_\_\_  
\_\_\_\_\_

Please indicate where the material you recommend can be obtained. \_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to \_\_\_\_\_, LBL Education Service District