

Instructional Materials

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;

A material involved with a reconsideration will remain available throughout the reconsideration process. Materials will not be removed for discriminatory reasons.

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 committee;
 - c. One representative from the ESD staff and the person requesting reconsideration may

- d. personally appear before the committee to provide information;
The committee may recommend that the challenged material be:
 - (1) Retained without restriction;
 - (2) Not retained;
 - (3) Retained with restriction.

Meetings of reconsideration committees may be subject to Public Meetings Law. Records regarding reconsideration procedures are subject to Public Records Law.

- 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 ESD 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 Form

(Submit to Program Administrator)

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

People who wish to file a request for reconsideration of instructional materials must follow the informal process for concerns related to those 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)? _____

1. Did you review the entire material? Yes No

If not, what sections did you review? _____

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

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

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

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

6. 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 [program administrator's] office at [_____].

Signature

Date

Received by [program administrator]: _____

Date

References: