



6.20.012-AD Instructional Materials and Academic Freedom

I. Printed and Audiovisual Material

- (1) Teachers are required to make a wide range of instructional materials available to their students to foster lifelong learning.
- (2) The following objectives shall be implemented when planning the use of instructional materials:
 - (a) The materials will stimulate growth in factual knowledge, literary appreciation, aesthetic values or ethical standards.
 - (b) The materials will take into consideration the varied interests, abilities, and developmental levels of students.
 - (c) The materials will help students make informed, critical judgments.
 - (d) When the materials deal with controversial issues, the materials will contribute to the development of critical reading and thinking.
 - (e) When the materials deal with issues of gender, religion, ethnicity or culture, they will contribute to student understanding.
 - (f) The materials selected shall present a balanced diversity of views.
 - (g) The content of the materials shall pertain to the objectives of the course.

II. Instructional Materials Lists

- (1) Instructional materials include, but are not limited to:
 - (a) Reading lists;
 - (b) Any printed matter;
 - (c) Any electronic information
- (2) A teacher distributes a reading list as part of a course requirement, assignment, or project.
 - (a) Include his/her name on the list;
 - (b) Date the list;
 - (c) State the course for which the list is intended;
 - (d) State the reading requirements, if any.

- (3) Educators may also distribute a general instructional materials list at the request of students, parents or community (e.g., elementary high school novel list, Multnomah County lists, independent reading lists, etc.)

III. Acquiring Instructional Materials

(1) General

- (a) The following procedure provides for the adoption of multi-level materials. Each school, department or program has the responsibility to evaluate and select the precise combination of materials from the approved lists to be used, limited only by the availability of funds. This applies to books written in other languages, either purchased or donated. In planning the materials program for the year, schools are encouraged to set aside a portion of the instructional materials funds for unanticipated small needs that may arise. Every effort shall be made by the principal or designee to include instructional materials written in other languages. If instructional materials are on the approved list, this will apply to those same translated instructional materials in other languages. Individual teachers are required to follow district procedures when adding materials to approved lists.

(2) Classification and Selection of Instructional Materials

- (a) State laws and district directives provide for the adoption of textbooks and supplementary books. Library books and other instructional materials are selected by district procedure. The categories of materials, allotments and acquisition procedures are as follows:

- (A) Textbooks. This classification of books is based upon intended use. Textbooks are those books, which are the principle materials of instruction. They are supplied according to the categories as follows:
- (i) Basic. One copy of the same titles in any combination up to the number of students taking the course.
 - (ii) Co-Basic. One or two titles in any combination up to the number of students taking the course.
 - (iii) Multiple-Basic. Three or more titles up to the number of students taking the course.
 - (iv) Acquisition Procedures. District committees recommend textbooks according to criteria approved by the Office of the Superintendent for Board approval.
- (B) Supplementary Books. This classification of books is based upon intended use. They are books and materials used in companion with basic textbooks or in special cases when approved by the

appropriate administrator, they may be used in lieu of basic textbooks. These books are allotted as follows:

- (i) Room Sets. One class-size set for each room in which the course is taught.
 - (ii) Rotating Sets. Class-size sets are placed in classrooms when needed.
 - (iii) Library Books. Books approved for library use can be purchased in quantities up to eight copies per title for classroom usage to encourage small group literature circles.
 - (iv) Acquisition Procedures. District committees recommend the materials for approval by the appropriate administrator.
- (C) Library books and other instructional materials for the general collection or classroom use:
- (i) Acquisition Procedures. Approved buying lists of books, periodicals and other materials are issued several times annually by the district. Lists are cumulative. Copies for review are loaned to the district by materials vendors. Materials listed by recognized national organizations are continuously reviewed. These organizations include the American Library Association lists, National Association of Bilingual Education lists, Association of Supervision and Curriculum lists, National Council of Teachers of English lists, National Council for the Social Studies lists, and lists of other professional association publications.
 - (ii) Individual teachers are encouraged to submit requests for the addition of materials to the district buying list(s). Evaluations must be submitted using the *iPurchase Request Form* which may be acquired from the library or found online at:
<http://www.pps.k12.or.us/district/depts/edmedia/suggestions.shtml>
 - (iii) Classroom Libraries. Instructional materials selected for classroom libraries shall follow the criteria as outlined by policies and administrative regulations.

IV. Citizen Request for Reconsideration of Materials

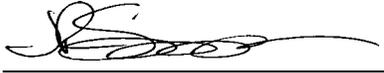
(1) It is recognized that most objections by teachers or citizens to instructional materials in use in the schools are best handled in an informal manner. However, if informal discussions fail to resolve a complaint, the following procedure shall be used:

- (a) A written request shall be submitted to the principal or to the office of the superintendent on the forms provided by the district;

- (b) Upon receiving the request, the principal or the office of the superintendent shall send a copy of the request to the other and, in addition, if a teacher or other district employee is specifically named in the request, to that person;
- (c) The request shall be submitted to a committee of two or more teachers and one administrator in the building if the request affects only that school;
- (d) If the request affects more than one school or cannot be resolved at the local level, the request for consideration, along with the challenged materials, will be submitted through the office of the superintendent to a review committee consisting of three teachers and one administrator appointed for such review;
- (e) The complainant will be informed in writing of the decision by the principal when decided at the school level and by the office of the superintendent when decided at the district level.

Policy Implemented: 6.20.010-P

History: Adpt. 6/71; Amd. 7/87; Amd 3/89; Amd. 9/01/02, incorporates material from 6.50.050-AD; 6.20.060-AD; 6.20.070-P; 6.20.080-P

For official use only	
Approved:	
	<u>9/01/02</u>
_____ Superintendent	_____ Date