

INSTRUCTIONAL RESOURCES:
INSTRUCTIONAL MATERIALS SELECTION AND
ADOPTION

EFA (R)

GUIDELINES FOR THE
SELECTION AND
EVALUATION OF
INSTRUCTIONAL
MATERIALS

The procedures that apply to the selection and evaluation of instructional materials shall serve as a supplement to adopted Board policies and shall have no force or effect if in conflict with these policies. Copies of forms relating to these regulations are found in [EFA \(EXHIBIT\)](#).

REQUEST FOR
INFORMAL
RECONSIDERATION

A request for informal reconsideration shall be used to attempt to resolve the issue informally through the following procedure:

1. Complaint directed to the principal of the school
2. Parent conference with the professional staff member(s) assigning or using the material
3. Conference between the principal and the parent(s) if principal has not been present at the conference with staff members
4. Alternate assignment for the individual student
5. Written agreement on alternate assignment signed by the student, parent(s), and teacher(s) and filed at the school level.

REQUEST FOR
FORMAL
RECONSIDERATION

A request for formal reconsideration shall adhere to the following procedures:

1. "Request for Reconsideration of Instructional Materials" form filed with school principal
2. Request referred to local school Reconsideration Committee
3. Review of the material by the Reconsideration Committee with recommendation sent to the principal
4. Conference between the principal and the parent(s)
5. Request and recommendation forwarded to the Associate Superintendent of Instruction for classroom materials and for library materials.

APPEAL

If not satisfied by the decision of the Reconsideration Committee, an appeal may be filed by this process:

1. Written appeal of the decision of the school Reconsideration Committee sent to the Associate Superintendent of Instruction for materials used in the classroom or library within seven (7) days from notification of the decision
2. Complaint reviewed by the Associate Superintendent and

recommendation of action sent to the Superintendent

3. If warranted, a complaint referred to district committee established to review the material and notification sent to the Board of Trustees that a complaint has been filed and is under study
4. Review of the material by the district committee with a report sent to the Superintendent
5. Notification of the decision of the Superintendent sent to the district committee, the complainant, and the district's principals.

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