

February 2, 2005

North Clackamas School District  
4444 SE Lake Road  
Milwaukie, OR 97222

Regarding: Standard Practice IIABB  
Selection and Use of Supplemental Literature at the High School Level

Our observations (and recommendations) regarding the proposed Standard Practice:

1. Only addresses High School Level – it should provide guidelines and procedure for reviewing and selecting supplemental materials at all grade levels (K-12)
2. It is unclear whether supplemental materials currently in use will be reviewed. All materials, current and future, should be reviewed.
3. Selection Guidelines / Criteria are not complete (see section 3 below).
4. Community standards concerns are not adequately addressed (see section 4 below).
5. Parental notification process, particularly concerning materials with community standards concerns, is not thoroughly defined (see section 5 below).

### **3: SUPPLEMENTAL MATERIALS SELECTION GUIDELINES**

*As proposed:*

1. The work's potential for helping students increase their factual knowledge, literary appreciation, aesthetic values, and ethical standards.
2. The varied interests, abilities, and maturity levels of the pupils,
3. The opinions of literary review professionals,
4. The values of the local community, and
5. The inclusion of works that provide varied view points on controversial issues enabling students to develop, under guidance, the practice of analytical reading and thinking.

*Recommend adding the following guidelines:*

1. Enriches and supports the curriculum.
2. Addresses academic content standards (essential leanings and core competencies).
3. Includes non-stereotypical presentation of diverse racial, ethnic, gender and ability groups.

### **4: COMMUNITY STANDARDS CONCERNS ARE NOT ADEQUATELY ADDRESSED**

*As proposed:*

Bullet point 4 of the SELECTION GUIDELINES states, "The values of the local community," however, there is no reference or clarification to what those values are.

This is especially important when material is being reviewed for selection which may contain community standards concerns and/or potentially inflammatory language.

*Recommend adding another section to the Standard Practice following “SELECTION GUIDELINES”*

### **SUPPLEMENTAL MATERIALS WITH COMMUNITY STANDARDS CONCERNS**

Particular attention should be paid to materials used for instructional purposes in regard to community standards issues. Supplemental materials that raise concerns regarding community standards must have significant redeeming value to warrant their use.

Great care should be taken when considering Supplemental Materials K-12 which contain community standards concerns and/or potentially inflammatory examples of:

- Profane or obscene language
- Graphic sexual incidents
- Gratuitous violence
- Questionable moral issues
- Questionable value judgments
- Controversial ideologies or philosophies

*As proposed:*

Question 4 of the application, “Does the proposed supplementary literature contain any potentially controversial issues or language? If yes, explain.”

*Recommend modifying the question, and adding an information form which more thoroughly addresses community standards concerns.*

4. Does the proposed supplementary literature contain any potentially inflammatory examples related to community standards concerns? Yes < > No < >  
If it does, please fill out the “COMMUNITY STANDARDS INFORMATION” form. (SEE ATTACHMENT).

### **5: PARENTAL NOTIFICATION PROCESS, PARTICULARLY CONCERNING MATERIALS WITH COMMUNITY STANDARDS CONCERNS, IS NOT THOROUGHLY DEFINED**

*As proposed:*

#### **PARENT NOTIFICATION:**

The district recognizes the importance of involving parents in the education of their children ... Educators using supplemental literature shall send home a course syllabus at the beginning of the school year and at the beginning of second semester for new courses starting at that time. It may be carried home by students and does not require a parent signature.

5. Notification of any potentially controversial language and/or content
6. The teacher's contact information and an invitation to the parent to discuss possible concerns with the teacher, and
7. Notification of the student's/parent's right to request a substitute work that attempts to provide a similar learning experience. Parents will make this request by signing and returning to school the opt out request on the syllabus.

*Recommend*

PARENT NOTIFICATION:

The district recognizes the importance of involving parents in the education of their children ... Educators using *previously reviewed and approved* supplemental literature shall send home *by mail* a course syllabus *prior to* the beginning of the school year and *prior to* the beginning of second semester for new courses starting at that time. ~~It may be carried home by students and does not require a parent signature.~~

5. Notification of any potentially controversial language and/or content *by including the COMMUNITY STANDARDS INFORMATION form(s) for any materials which require it. Parents who approve of student participating will make this request by signing and returning to school the opt in request on the syllabus.*
6. The teacher's contact information and an invitation to the parent to discuss possible concerns with the teacher, and
7. Notification of the student's/parent's right to request a substitute work that ~~attempts to provide~~ *provides* a similar learning experience. Parents will make this request by signing and returning to school the opt in request on the syllabus.

Sincerely,

Dave and Debbie Tragethon  
Tom and Keri Jackson

**COMMUNITY STANDARDS INFORMATION:**

Has this material been screened in view of the age, experience, and maturity level of the students for whom it is intended? Yes < > No < >

Define subject area usage: \_\_\_\_\_

Does this material contain any potential inflammatory examples of:

- Profane or obscene language                      Yes < > No < >
- Graphic sexual incidents                            Yes < > No < >
- Gratuitous violence                                 Yes < > No < >
- Questionable moral issues                        Yes < > No < >
- Questionable value judgments                 Yes < > No < >
- Controversial ideologies or philosophies      Yes < > No < >

If the material contains any of the above, please cite the page(s) and passage(s) that you believe might be considered a concern for community members.

Page #(s): \_\_\_\_\_

If this text contains potentially inflammatory material, taking into account the age level and audience in making your judgment, please complete the following:

What is the text about:

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The Plot:

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Themes:

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The case for teaching the text:

Audience: \_\_\_\_\_

Taught in: \_\_\_\_\_

Genre: \_\_\_\_\_

Readability: \_\_\_\_\_

Reviews: \_\_\_\_\_

“Red Flags” in teaching the text:

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How the book will be used in the classroom:

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Summary:

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Media Specialist/Coordinator Review and Approval

Department Review and Approval

Administrative Review and Approval

District Review and Approval