

INSTRUCTION

Elementary and Secondary

Equipment, Books and Materials

Reconsideration of Educational Materials Process

The Board recognizes that district residents have a right to express concern about the educational programs or materials used in their schools. When citizens have concerns about particular courses or learning materials, these concerns shall be stated in writing, carefully considered, and accorded the courtesy of a prompt, written reply by school personnel. All such replies will be based upon the instructional goals of the district, upon course objectives, and upon the criteria for selection of learning materials.

Concerned district residents shall be treated with respect at all times. As part of their inservice training, appropriate school employees shall be informed of this policy and receive the necessary training to implement it effectively.

The intent of this policy and process is to resolve a complaint about educational materials at the lowest possible level. Complaints are to be channeled to the building administrator, who will then refer the complainant to the instructor within whose course the questioned material and/or practice exists.

The instructor whose course or learning materials have been questioned shall be the first to reply to a complaint. If, at this step, the complainant is not answered to his/her satisfaction, the complainant shall have the right of appeal through the channels established by the superintendent. The Board shall serve as the final level of appeal. The course or learning materials in question will not be removed or changed during the complaint and appeal process.

Staff members shall attempt to accommodate serious objections to particular learning resources by providing alternate materials for individuals whenever possible. However, attempts by parents or students to control what others read or study will be subject to careful scrutiny and question by school employees and the Board.

1. The staff member from whose course a complaint originated shall try to resolve the issue informally. The staff member should:
 - A. Explain the district's selection procedure, criteria used for selection and the qualifications of the persons who made the selection.
 - B. Explain the place that the material in question occupies in the educational program and its intended educational use.
 - C. Keep a written record of the complaint, including the name of the complainant, title of the material, description of the complaint.
 - D. Report the complaint to the building principal on the same day the complaint is received. If the staff member is not familiar with the materials selection procedure, he/she is advised to seek help from the principal to fulfill parts "A" and "B" of this procedure.
2. If the complaint is not resolved informally, the principal shall supply the complainant with a packet of material consisting of the district's instructional goals and objectives, materials selection policy statement, and the procedure for handling objections. This packet will also include a standard printed form which will be completed and returned before further consideration will be given to the complaint. It is at this point, when the request for reconsideration is submitted in writing, that

access to the questioned materials can be denied to the child (or children) of the parent making the complaint.

3. The written request for reconsideration shall be submitted to the principal within two weeks. When the request is returned, the reasons for selection of the specific work shall be re-established in writing by the appropriate staff. This written rationale will be keyed to specific objectives of the curriculum.
4. Upon receipt of a completed reconsideration form, the principal in the building involved will notify, in writing, the Assistant Superintendent, Instruction/Pupil Services and the complainant that the review committee should consider the request. This committee shall consist of the Assistant Superintendent, Instruction/Pupil Services, one elementary teacher, one secondary teacher, one junior high school teacher, two high school students, three parents, a staff member from the district media staff, and an administrator from the building where the complaint arises. The Assistant Superintendent, Instruction/Pupil Services will annually, as needed, appoint these members to the committee in September of each year. As needed, the reconsideration committee:
 - A. Will have an organizational meeting each September.
 - B. Will provide annual inservice for teachers, administrators, and Board members.
 - C. Will initiate an annual review of the selection policy.
5. The Assistant Superintendent, Instruction/Pupil Services shall notify the complainant of the decision and send a formal report and recommendation to the Superintendent. If the committee decides to deny the complaint, the complainant shall be given an explanation. If the complaint is upheld, the Assistant Superintendent, Instruction/Pupil Services will acknowledge it and make recommended changes.
6. If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the Board of Education, which shall make a final determination of the issue.

Materials not purchased through district funds or for which no material selection form is on file, are not subject to the reconsideration process. Building principals and K-12 curriculum coordinators shall review related complaints by completing the material selection process as stated in policy, rule and exhibits.