

Community Relations

Public Activities Involving Staff, Students and/or School Facilities

Public Complaint Procedures Concerning Instructional Materials

Objections about Instructional Materials

1. The school official, or staff member, receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use, unless removed through established procedures.
 - a. The school official, or staff member, initially receiving a complaint shall explain to the complainant the school's selection procedure, criteria and qualifications of those persons selecting the material.
 - b. The school official or staff member initially receiving a complaint shall explain to the best of his/her ability the particular place the objected to material occupies in the educational program, its intended educational usefulness and additional information regarding its use, or refer the complaining party to someone who can identify and explain the use of the material.
2. In the event that the person making an objection to material is not satisfied with the initial explanation, the complainant should be referred to the Director of Teaching and Learning to handle such complaints or to the media specialist for school depending on the origins of the adopted material. If the complainant desires to file a formal complaint, the person to whom the complainant has been referred will assist in filling out a Reconsideration Request Form in full.
3. The staff member receiving the initial complaint shall advise the principal where the challenged material is being used, of the initial contact no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. A written record of the contact shall be maintained by the principal.
4. The principal shall review the selection and objection rules with the staff at least annually, the staff shall be reminded that the right to object to materials is one granted by policies enacted by the Board of Education. They shall also be reminded of ethical and practical considerations in attempting to handle resident complaints with courtesy and integrity.

Request for Reconsideration of Instructional Materials

1. Each school and the school district's central office will keep on hand and make available reconsideration request forms. All formal objections to instructional materials must be made on this form.
2. The reconsideration request form shall be signed by the complainant and filed with Director of Teaching and Learning or someone so designated by the Superintendent.
3. Within five business days of the filing of the form, the Director of Teaching and Learning or person so designated by the Superintendent, shall file the material in question with the ad-hoc

Reconsideration Committee for reevaluation. The Committee shall recommend disposition to the office of the district administrator.

4. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by following the provisions in (5) (e) below.

The Reconsideration Committee

The Reconsideration Committee shall be made up of seven members, including:

- One teacher designated annually by the Director of Teaching and Learning
 - One school media specialist designated annually by the Director of Teaching and Learning
 - Two members from the community appointed annually by the Director of Teaching and Learning
 - Two high school students selected annually from and by the Student Advisory Committee.
1. The Committee shall meet on an ad-hoc, as needed basis at a time and place designated by the Director of Teaching and Learning and made known to the members of the Committee at least three school days in advance.
 2. Special meetings may be called by the Director of Teaching and Learning to consider temporary removal of materials in unusual circumstances.
 3. The Committee shall receive all reconsideration request forms from the Director of Teaching and Learning or person designated by the Superintendent.
 4. The procedure for the meeting following receipt of a reconsideration request form shall be as follows:
 - Distribute copies of written request form.
 - Give complainant or a group spokesperson an opportunity to talk about and expand on the request form.
 - Distribute reputable, professionally prepared reviews of the material when available.
 - Distribute copies of challenged material as available.
 5. At a subsequent meeting, interested persons, including the complainant, may have the opportunity to share their views. The Committee may request that individuals with special knowledge be present to give information to the Committee.
 6. The complainant shall be kept informed concerning the status of his/her complaint throughout the Committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meetings.
 7. At the second or a subsequent meeting, as desired or necessary, the Committee shall make its decision in either open or closed session. The Committee's final decision will be (1) to take no removal action, (2) to remove all or part of the challenged material or (3) to limit the educational use of the challenged material. The sole criteria for the final decision is the appropriateness of the material for its intended educational use. The vote on the decision shall be by secret ballot. The

written decision and its justification shall be forwarded to the Superintendent for appropriate action, the complainant, and the school.

8. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.
9. If the complainant is not satisfied with the decision, he/she may address the Board of Education during an open session of the next regularly scheduled meeting of the Board.
10. Any person dissatisfied with the decision of the Board may appeal to the Department of Public Instruction.

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