

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS

Any resident or employee of the school district may formally challenge learning materials used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

Request for Informal Reconsideration – The school building administrator receiving a complaint regarding learning materials shall try to resolve the issue informally.

The principal or other appropriate staff shall explain to the questioner the school's selection procedure and criteria.

The principal or other appropriate staff shall explain the particular place the questioned material occupies in the education program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the material.

If the questioner wishes to file a formal challenge, a copy of the district policy and regulation entitled "Instructional Materials: Selection and Adoption" and a form entitled "Citizen's Request for Reconsideration of a Book or Other Materials" shall be handed or mailed to the party concerned by the principal.

Request for Formal Reconsideration – Preliminary procedures shall consist of these steps:

1. Each school will keep on hand and make available "Citizen's Request for Reconsideration of a Book or Other Materials" forms. All formal objections to learning materials must be made on these forms.
2. The "Citizen's Request for Reconsideration of a Book or Other Materials" form shall be signed by the questioner and filed with the principal or someone so designated by the principal.
3. The Superintendent or designee shall be informed of the formal complaint received.
4. The request for reconsideration shall be referred to a reconsideration committee at the school building level for reevaluation of the material in question, or the district committee if the challenge involves more than one building.
5. Request for reconsideration of materials in district collections or on a district-wide basis shall be referred to a district consultative committee for reevaluation of the material. This committee may involve additional personnel as appropriate.

The Reconsideration Committee shall be selected or appointed upon receipt of a request for formal reconsideration of a learning material. The principal shall appoint a reconsideration committee including the following membership as appropriate:

1. One member of the district staff chosen by the Superintendent or designee;

2. One member of the school building teaching staff chosen by the building staff;
3. One member of the library professional staff chosen by the Superintendent or designee;
4. Two curriculum committee lay people as selected by the Superintendent or designee;
5. The Superintendent or designee.

The Superintendent or designee shall convene this committee. If the reconsideration request is for district-wide consideration, the committee shall consist of members from the above list with the addition of one person from each building. Item 2 above.

The Reconsideration Committee will meet within ten working days of receipt of the written complaint, and hand down a decision within twenty days of their first meeting.

The Reconsideration Committee may choose to consult district support staff and/or community persons with related professional knowledge.

The Reconsideration Committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the district's Instructional Materials – Selection and Adoption (Regulation IIA-R) policy.

The Reconsideration Committee shall review the matter using these steps:

1. Examine the challenged material;
2. Determine professional acceptance by reading critical reviews of the material;
3. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
4. Discuss the challenged material in the context of the educational program;
5. Discuss the challenged item with the individual questioner when appropriate;
6. Prepare a written report and present it to the principal or Superintendent or designee depending on school or district use of the material.

The principal or Superintendent or designee, again depending on district use of the material, will inform the questioner of the decision and offer to discuss it with him/her within twenty days of the completion of the report.

The written report shall be retained by the school principal, with copies forwarded to the Superintendent of Schools. A minority report may also be filed.

Written reports, once filed, are confidential and available for examination by trustees and appropriate officials only.

The decision of the Reconsideration Committee is binding for the individual school or for the district-wide reconsideration request.

Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the Reconsideration Committee to the Superintendent and then to the Board of Trustees as the final review panel.

These principles shall guide the review and reconsideration process as well as the selection process of the district:

1. Any resident or employee of the school district may raise objection to learning resources used in a school's educational program despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure and observed the criteria for selecting learning materials.
2. The principal should review the selection and objection rules with the teaching staff at least annually. The staff should be reminded that the right to object to learning resources is one granted by policies enacted by the Board of Trustees.
3. No parent has the right to determine reading, viewing, or listening matter for students other than his/her own children.
4. School District No. 2 supports the LIBRARY BILL OF RIGHTS, adopted by the American Library Association. When learning resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
5. Access to challenged material shall not be restricted during the reconsideration process.
6. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
7. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of the professional involved in the original selection and/or use of the material.

ADOPTED: January 5, 1984
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