

INSTRUCTION

Learning Materials Review

Citizens objecting to specific materials used in the District are encouraged to submit a complaint in writing and discuss the complaint with the building principal prior to pursuing a formal complaint.

A formal request to remove an item from the school or limit its use must be in writing and will be acted upon by the Superintendent. A spokesperson for each side of the issue will be heard by the Superintendent, if requested. A written decision will be delivered to the complainant within forty (40) school days. Any appeal of this decision must be delivered in writing to the Board within fourteen (14) calendar days. The Board will make final decisions on appeals.

Learning materials, for the purposes of this policy, are considered to be any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

If a complaint is made (a complaint is defined as a written statement of opposition to a resource, requesting that it be removed or restricted), the procedures are as follows:

1. Treat each complainant courteously and confidentially but make no commitments.
2. Each complainant should be directed to the building principal.
3. The building principal will invite the complainant to complete and return a prepared questionnaire.
4. The completed questionnaire will be submitted by the principal to the chairperson of the review committee.
5. The review committee shall be a committee consisting of two (2) teachers selected by the Superintendent; the librarian; the principal; and a parent selected by the Superintendent. The principal, the Superintendent, and the librarian or teacher involved will be promptly informed of the completed questionnaire.
6. Use of challenged resources shall not be restricted during reevaluation proceedings.
7. The chairperson of the review committee will:
 - a. Notify committee members of the challenge and set up a meeting.
 - b. Discuss the questionnaire with the librarian or teacher involved.
 - c. Inform the complainant and librarian or teacher involved of the time and place of the committee meeting.

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- 2 8. The review committee will:
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- 4 a. Examine resources referred to it.
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- 6 b. Check general acceptance of the resources through reviews.
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- 8 c. Weigh values and faults against each other and form opinions based on the
- 9 resource as a whole.
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- 11 d. Meet to discuss the resource, to review the complainant’s objections, to make a
- 12 decision by public vote, and to prepare a report on it.
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- 14 e. Send copies of the report to the complainant, the building principal, the
- 15 Superintendent, and the librarian or teacher involved. This report will reflect the
- 16 committee’s decision.
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- 18 9. Should the complainant not be satisfied with the committee’s decision, the complainant
- 19 may request a review by the Board. The complaint and committee report shall be made
- 20 available to the Board. The matter will be discussed at the next regularly scheduled Board
- 21 meeting and a decision given to the complainant.
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25 Policy History:
26 Adopted on: February 2007
27 Re-Adopted: February 2012
28 Revised on: