

Requests for Reconsideration of Instructional Materials

I. REQUEST FOR RECONSIDERATION: Any complaint about an instructional material (including library materials) shall be referred to the building principal immediately. Objections or criticisms submitted to the Board of Education or the superintendent shall be forwarded to the principal of the building involved. The principal shall provide the complainant with the "Citizen's Request for Reconsideration of Instructional Materials" form. The form must be completed and signed by the complainant in order for the request to be considered.

II. PROCESSING OF A REQUEST FOR RECONSIDERATION

A. Adopted Textbook or District Approved Instructional Material: If the material in question is an adopted textbook or if it is included on a district list of approved materials, the principal shall forward the completed form to the assistant superintendent for instruction.

1. The assistant superintendent shall establish an ad hoc review committee of 5-7 members as follows:
 - a. Teachers competent in the area of the content covered by the material.
 - b. Administrators appropriate to the level and/or subject for which the material is used.
 - c. A library media specialist appropriate to the level.
2. The assistant superintendent shall call and chair a meeting(s) of the ad hoc committee to review the complaint.
3. The committee's decision shall be rendered within 20 school days after the assistant superintendent receives the written complaint. All parties concerned will be advised of the decision in writing.

B. Building-level Approved Instructional Material: If the material in question has been approved for purchase at the building level, the principal shall:

1. Confer with the complainant and with the staff member(s) responsible for the material and any other appropriate staff members.
2. Render a decision on the complaint within 20 school days after the receipt of the written complaint. All parties concerned will be advised in writing of the decision. A copy of the complaint and the decision shall be forwarded to the assistant superintendent for instruction.

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III. Appeal to the Superintendent. If there is need for further consideration by any party, the matter may be appealed to the superintendent.

- A. The superintendent's decision shall be rendered within 20 school days after receipt of the written complaint. All parties concerned will be advised of the decision in writing.
- B. Such appeal must be made in writing within 30 calendar days of the complainant's receiving the written decision regarding the original complaint (as described in section II).

IV. Appeal to the Board of Education: The superintendent's decision may be appealed to the Board of Education.

- A. Such appeal must be made in writing within 30 calendar days of the complainant's receiving the written decision of the superintendent.
- B. The Board shall conduct a hearing on the appeal within 30 calendar days after receipt of the written complaint. The Board's decision shall be rendered in writing to the complainant within 10 calendar days after the completion of the hearing.

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