

SERIES 800
SCHOOL-COMMUNITY RELATIONS

Administrative Rule 871

PROCEDURES FOR HANDLING PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

It is the policy of the Board to allow for the reconsideration of instructional materials used in the schools. The use of materials being reconsidered shall not be restricted until final disposition of the complaint has been reached. Reconsideration decisions made for one school shall not be binding on any other school.

If a complaint about instructional materials is made, the following procedures shall be adhered to:

1. Any staff member receiving a complaint shall:
 - a. Inform the complainant of the Board's instructional materials selection policy.
 - b. Not make a commitment.
 - c. Invite the complainant to file his/her complaint in writing.
 - d. Request the complainant complete a "Request for the Reconsideration of Instructional Materials" form.
 - e. Inform the Superintendent, building principal and/or media supervisor that a complaint has been received.
 - f. Keep the challenged material available during the reconsideration process.
2. Upon receipt of the completed "Request for the Reconsideration of Instructional Materials" form, the Superintendent shall within 15 working days:
 - a. Appoint a committee to review the challenged materials. This committee shall consist of one administrator, a library/media center specialist, one teacher, five district residents and one student.
 - b. Inform the Media Director that the committee is reviewing materials which have been challenged.
3. The review committee shall:
 - a. Read, view or listen to the challenged material in its entirety.
 - b. Check general acceptance of the materials by reading reviews and consulting recommended lists.
 - c. Determine the extent to which the materials support the curriculum.

- d. Judge the material for its strengths and values as a whole and not on passages taken out of context.
 - e. Complete the appropriate checklist for the reconsideration of instructional materials.
 - f. Meet in accordance with the open meetings law.
 - g. File written recommendations with the district office and with the Board.
4. The Superintendent shall notify the complainant within five working days of the review committee's recommendation and of the date for Board action.
 5. The Board shall act upon the review committee's recommendation.

Date of Adoption: June 21, 1995

Date of Revision: March 15, 2006