



Book	Administrative Regulations
Section	1000 COMMUNITY RELATIONS
Title	Challenges to Instructional Materials
Code	AR 1312.2
Status	Active
Cross References	BP 1312.2 - Complaints Concerning Instructional Material E 1312.2a - Request for Reconsideration of Instructional Materials E 1312.2b - Library Bill of Rights
Last Revised	November 5, 2018
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Complaints concerning instructional materials will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a District school.

Complaint and Review Process for Required Material:

Complaints must be presented in writing to the principal on the appropriate District form (E 1312.2 Request for Reconsideration of Instructional Materials).

Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

When the complaint involves required instructional material, such as a required book or video, individual students may be excused from the required use of challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit.

Use of the materials by a class, school or the District, however, shall not be restricted until the Board has made a final decision.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent and the teacher(s) involved of the complaint. The principal will confer with the teacher or certificated staff using the material to discuss alternative materials or options for the teacher and student.

After receiving the complaint, the Superintendent will convene the Instructional Review Committee.

The Instructional Materials Review Committee shall be composed of the following:

- Assistant Superintendent for Instruction,
- one Board member,
- one principal,
- two teachers,
- one librarian,
- four community members, and
- one student.

The duties of the Instructional Material Review Committee shall be as follows:

1. Consider all requests for reconsideration of instructional materials used in schools.
2. Base decisions on the principles of the freedom to learn, read and inquire.

3. Study thoroughly all materials referred to them and read available reviews.

The Instructional Materials Review Committee will use the following process:

1. The essential criteria utilized to reconsider instructional materials will be the American Library Association Bill of Rights.
2. The general acceptance of the materials shall be checked by consulting standard evaluation aids and other authorities.
3. Instructional materials will be evaluated according to the criteria used to select instructional material in the District. Passages or parts may not be taken out of context. Values and faults are to be weighed against each other, and the opinions based on the material as a whole.
4. Following evaluation of materials, a report with recommendations shall be reported to the Board. The committee's report may present both majority and minority opinions.

The Review Committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

The Review Committee shall summarize its findings in a written report and submit it in a timely fashion to the Superintendent who will place the issue on the agenda for the next regular meeting of the Board for final action.

The report and recommendation of the Review Committee shall be brought to the School Board for review and approval.

The Superintendent shall notify the complainant of the Board's decision.

The Superintendent will send a copy of the committee's report and the action of the Board to all schools in the District.

When any challenged instructional material is reviewed by the district, it shall not be subject to any additional reconsideration for 12 months.

Process for Non Required Materials:

When the complaint involves non required materials, such as optional supplemental videos, library books, materials used in extra-curricular activities or programs, the individual students may be excused from the use of the challenged materials after the parent/guardian has presented a written complaint. The teacher may then suggest or recommend alternate materials of equal merit.

The right of a teacher, program, school, or district to use the non required supplemental materials shall not be restricted until a decision has been made by the Superintendent, following receipt of the recommendation of the instructional team or review committee.

Complaints must be presented in writing to the principal on the appropriate District form (E 1312.2 Request for Reconsideration of Instructional Materials).

Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will notify the Assistant Superintendent for Instruction and the teacher(s) involved of the complaint. The principal will confer with the teacher or certificated staff using the material to discuss alternative materials or options for the teacher and student.

After receiving the complaint, the Assistant Superintendent for Instruction will convene a District Instructional Review Team to review the complaint, prepare a summary report and make recommendation to the Superintendent on the actions to be taken.

The District Instructional Review Team shall be composed of the following:

1. Assistant Superintendent for Instruction,
2. Director of Curriculum
3. Staff Development Specialist
4. At least one appropriate grade level or content teachers,
5. One librarian or District media specialist

The duties of the Instructional Review Team shall be as follows:

1. Consider all requests for reconsideration of non-required instructional materials used in schools.
2. Base decisions on the principles of the freedom to learn, read and inquire.
3. Study thoroughly all materials referred to them and read available reviews.

The Instructional Review Team will use the following process:

1. The essential criteria utilized to reconsider instructional materials will be the American Library Association Bill of Rights.

2. The general acceptance of the materials shall be checked by consulting standard evaluation aids and other authorities.
3. Instructional materials will be evaluated according to the criteria used to select instructional material in the District. Passages or parts may not be taken out of context. Values and faults are to be weighed against each other, and the opinions based on the material as a whole.
4. Following evaluation of materials, a report with decision shall be reported to the Superintendent.

The review team shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

The Instructional Review Team may make one of three decisions:

1. to allow status quo – continued access and use of the material as currently allowed;
2. to modify/limit access or use of the material;
3. to have material and complaint reviewed by the Instructional Review Committee as described in the section for required materials

The review committee shall summarize its findings and decision in a written report and submit it in a timely fashion to the Superintendent.

The Superintendent will review the report and decision of the instructional review team and will provide a copy of the report and decision to the Board.

Should the Superintendent accept the decision, he or she will notify the Board and complainant of the decision and provide information on the appeal process to the complainant.

Should the Superintendent reject the decision, he or she will notify the team, the complainant, and the Board. The Superintendent may require a full review of the material by the Instructional Review Committee, make an independent recommendation to the Board, or place the issue as an action item on the agenda for the next regular meeting of the Board.

When the District reviews any challenged instructional material, it shall not be subject to any additional reconsideration for 12 months.