

SCHOOL DISTRICT OF MANAWA

361.1 – Rule

PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

All complaints about instructional materials that are made to any Board member or any District staff member shall be processed in accordance with the following procedures. For the purpose of this rule, the term “instructional materials” includes printed materials and varied media formats including, but not limited to, computer software, audio-visual media and online subscriptions. Such materials include both classroom materials and library media center materials.

Throughout the informal and/or formal complaint process the following guidelines are recommended:

- The person expressing concern should be treated with respect.
- School personnel should be courteous, respond in an objective manner, but make no commitments.
- Administration should be informed immediately of the initial concern, and be kept informed of any further developments.
- If the news media becomes involved, accurate information from the school perspective should be provided through proper channels (District Administrator).

The use and circulation of challenged materials shall not be restricted during the reconsideration process; however, requests of individual parents/guardians for alternative assignments for their children will be honored.

Step 1

All complaints about materials made to any District staff or Board member shall be directed to the building principal. The principal shall involve the appropriate instructor(s) or the media specialist. Within five (5) school days of the initial complaint, the principal and/or designated staff member shall schedule a meeting with the complainant and attempt to solve the problem informally. An explanation shall be provided about the goals and objectives of the challenged instructional materials and the reasons for the selection of the particular materials.

Step 2

If a meeting does not result in a resolution of the complaint, the complainant shall be given a packet of materials including a copy of the “Instructional Materials Selection and Review” policy and procedures, or a copy of the “Library Media Center Materials” policy and procedures. The complainant shall also be given a copy of the “Request for Reconsideration of Instructional Materials” form. The completed form shall be submitted to the building principal.

Step 3

The principal shall appoint a “Review Committee” that includes, but is not limited to, the following membership:

- Library media specialist
- Building principal or designee
- Curriculum coordinator
- Teacher(s) from the appropriate grade level and subject area, if applicable
- Parent representative

Step 4

The complaint form, the materials subject to the complaint, and other materials provided by the staff members involved with the complainant, shall be available to all committee members.

- Review and examine the challenged materials.
- Check the general acceptance of the materials by examining professional reviews.
- Weigh values and faults against each other.
- Form opinions based on the material as a whole rather than on sections pulled out of context.
- Meet to discuss the materials and decide whether the challenged materials should continue to be used.

Step 5

Within five (5) school days after the review committee's meeting and decision a written statement and recommendation shall be submitted to the District Administrator and the complainant.

Upon request, the building principal will meet with the complainant to discuss the challenged materials and the committee's decision.

Step 6

Within five (5) school days of receiving the report, the complainant who is not satisfied with the committee's decision, may request an appeal to the District Administrator for consideration, who shall provide a written response to the complainant within five (5) school days.

Step 7

Within five (5) school days of receiving the report, the complainant who is not satisfied with the District Administrator's decision, may request an appeal to the Board for consideration. The complaint shall be addressed at the next regularly scheduled Board meeting. A written decision shall be mailed to the complainant within five (5) school days of the Board's decision. The decision of the Board shall be final.

APPROVED: March 1987

REVISED: November 1999
March 17, 2014