

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

District 110 Guidelines and Procedures

References:

ISD 110 School Board Policy #625 Media and Book Selection

ISD 110 School Board Policy #606 Textbook and Instructional Materials

Background:

The school board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the [Library Bill of Rights of the American Library Association](#), [its interpretation for minors](#), and the [Students' Right to Read of the National Council of Teachers of English](#).

Occasional objections to instructional materials may be made, despite the quality of the selection process. Persons who wish to challenge the inclusion of specific items in school collections of materials will follow the procedure outlined below. These steps are to assure that a process is followed and that all parties have an equal chance to be heard.

Process for Review:

A resident, employee, or student of the school district may express an informal concern or formal request for reconsideration of a classroom or library resource. Simply because there is a complaint about a material is not sufficient reason to withdraw access to it by all students. Each parent/guardian has the right to determine the appropriateness of classroom and library resources for *their* children and should accord the same right to other families. No library or classroom resources will be removed or restricted from use during the reconsideration process.

Step 1:

An attempt will be made to resolve the matter informally at the building level. Persons with a complaint about print or digital resources should contact the classroom teacher, librarian, or principal to state their concerns. The school employees will listen attentively to the concerns and attempt to resolve the issue informally.

Step 2:

If the complaint is not resolved in Step 1, the building principal or Director of Teaching & Learning will explain the process for reconsideration of materials. This will include the option to submit a [Citizen's Request for Reconsideration of Materials](#) form. This form can be obtained on the District 110 Teaching & Learning website. If there is concern about multiple items, a separate form must be completed for each item. If the form has not been received by the Director of Teaching & Learning within two weeks, the matter shall be considered closed.

Step 3:

If a Citizen's Request form is received, the Director of Teaching & Learning shall be responsible for the development and leadership of a Materials Review Committee. This Committee shall include at least one of each of the following representatives: building administrator, school librarian, classroom teacher, member of the Teaching and Learning Advisory Council, and student (if appropriate). The faculty member(s) and complainant(s) directly involved in the complaint shall not be members of this Committee.

The Director of Teaching & Learning and the Materials Review Committee will review the material within 30 working days. The Committee will take the following steps after receiving the Citizen's Request:

- The faculty member(s) most involved will be invited to present their points of view.
- The Committee will read, listen, or view the material in its entirety. The Committee shall form opinions based on the material as a whole (not on passages pulled out of context).
- The Committee will research general acceptance of the material by reading reviews and consulting recommended lists.
- The Committee will consider the extent to which the material supports the curriculum.
- The Committee will discuss the following possible courses of action for the resource in question:

- a. Retain the resource for unrestricted use by students
 - b. Move the resource to a different level or location
 - c. Remove the resource entirely
- The Committee will reach consensus on the matter by a simple majority vote. Voting will be by anonymous ballot.

If the Committee selects "a", the school district will make reasonable arrangements to provide alternative resources or instruction upon request of the complainant. The school district is not required to pay for alternative instruction provided by the complainant.

The school district may not impose academic or other penalties on a student merely for arranging alternative instruction. The school district, however, may evaluate and assess the quality of the student's work.

The Materials Review Committee will present a written recommendation to the Superintendent and the school board. The complainant and faculty member(s) will be notified of the Committee's decision.