

**Instructional Materials Complaints and Reconsideration of Instructional Materials**

The Board recognizes that district residents have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses or instructional materials, these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel. All such replies will be based on the instructional goals of the district, upon course objectives and upon the criteria for selection of instructional materials.

Any resident of the school district may raise objection to instructional materials used in the district's educational program. The school official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The material shall remain in use unless removed through the procedure subsequently outlined in this rule. The school official or staff member initially receiving a complaint shall:

1. Explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the educational material;
2. Explain to the best of his/her ability the particular place the objected-to material occupies in the educational program, its intended educational usefulness and additional information regarding its use or refer the complainant to someone who can identify and explain the use of the material.

In an event that the person making an objection to material is not satisfied with the initial explanation, the person raising the question should be referred to someone designated by the principal or person in charge of the attendance center to handle such complaints or to the media specialist for that attendance center. If, after private counseling, the complainant desires to file a formal complaint, the person to whom the complainant has been referred will assist in completing a Reconsideration Request form.

The individual receiving the initial complaint shall advise the principal or person in charge of the attendance center where the challenged material is being used of the initial contact no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. A written record of the contact shall be maintained by the principal or designee.

The principal or designee shall review the selection and objection rules with the staff at least annually. The staff shall be reminded that the right to object to materials is one granted by policies enacted by the Board and are firmly entrenched in law. They shall also be reminded of ethical and practical considerations in attempting to handle resident complaints with courtesy and integrity.

Any resident or employee of the district may formally challenge instructional materials used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and community who are not directly involved in the selection process.

The District Office will make available Reconsideration Request forms. All formal objections to instructional materials must be made on this form, signed by the complainant, and filed with the Superintendent or designee. Within twenty-five business days of the filing of the form, the Superintendent shall file the material questioned with the Reconsideration Committee for re-evaluation. The committee shall recommend disposition to the Superintendent.

Access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by following the provision outlined in this policy.

The Reconsideration Committee shall be made up of the following members: one teacher designated by the principal; one school media specialist designated by the principal; one member of the central administrative staff designated by the Superintendent (administrator or guidance director); two members from each community selected by the School Board; two high school students selected from and by the

Student Council Advisory Committee. The chairperson of the committee shall not be an employee of the district. The secretary shall be an employee or officer of the district.

The committee shall meet to consider challenges of instructional materials whenever such challenges have been filed. Scheduling of such meetings shall be made public by the Superintendent through an announcement in the local newspaper.

The committee shall receive all Reconsideration Request forms from the Superintendent. The procedure for the first meeting following receipt of a form is as follows:

1. Distribute copies of written request form;
2. Give complainant or a group spokesperson an opportunity to talk about and expand on the request form;
3. Distribute reputable, professionally prepared views of the material when available;
4. Distribute copies of challenged material as available.

At a subsequent meeting, interested persons including the complainant may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee. The complainant shall be kept informed by the secretary concerning the status of his/her complaint throughout the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meetings.

The committee shall make its decision in open session. The committee may decide to recommend to the Superintendent that he/she take no removal action, remove all or part of the challenged material from the total school environment or limit the educational use of the challenged material. The vote on the decision shall be by secret ballot. The written decision and its justification shall be forwarded to the Superintendent, to the complainant and to the appropriate attendance centers.

Every Reconsideration Request form shall be acted upon by the committee. In the event of a severe overload of challenges, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee shall approximate the representation of the full committee.

If the complainant is not satisfied with the decision, he/she may request that the matter be placed on the agenda of the next regularly scheduled School Board meeting. These requests should comply with existing Board policy and rules regarding Board agenda.

Revised: July 13, 1998; July 12, 2010

**BON HOMME SCHOOL DISTRICT #04-2  
CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

Name of person making request \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

Complainant represents: \_\_\_self \_\_\_organization \_\_\_other

Name of school owning challenged material \_\_\_\_\_

Please describe in detail the type of material to which you object. Include such information as the title, publisher, author, producer, copyright dates, and such additional information as you feel is needed to clearly identify the material.

Please answer as many of the following questions as possible. Leave blank those items which do not apply.

1. Have you read or examined the material in its entirety? If not, what part of it have you read or examined?
2. Why do you object to this material?
3. Do you see anything good or of value in this material?
4. In what way do you feel students will be harmed by using or being exposed to this material?
5. How do you feel about presenting diverse points of view in the classroom?
6. Are you aware of the judgment of this work by critics or authoritative sources?
7. What do you feel is the teacher's purpose in using this material?
8. What would you prefer the school district do about this material?  
 Do not assign or recommend it to my child  
 Withdraw it from all students  
 Send back to the appropriate department for re-evaluation  
 Other (specify)
9. In its place, what item of equal educational quality would you recommend which conveys as valuable a concept or perspective of the subject covered by this item?

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date