

# Three Rivers School District

Code: IIA-AR(2)  
Revised/Reviewed: 7/10/06; 2/17/15; 11/18/24  
Orig. Code: IIA-AR(2)

## Challenge of Instructional Materials

### Reconsideration of Instructional Materials

Although care is always exercised in selecting instructional materials, there will be occasions when a resident of the school district, staff, or a district administrator may find certain classroom or library instructional materials inappropriate and wish to request a reconsideration of their use. Complaints alleging a material constitutes protected-class discrimination should be submitted through the district's discrimination complaint policy and procedures. Any other complaint regarding instructional material used in the classroom or library should follow the process outlined below.

- Step 1: The concerned individual shall contact the teacher in an attempt to informally resolve the issue but should understand that under no circumstances should the materials in question be removed from circulation as a way to reach agreement.
- Step 2: If the concerned individual is not able to resolve the concerns informally with the teacher, they shall share their concerns with the building principal, but should understand that under no circumstances the materials should be removed from its intended use. The principal and concerned individual will have a conversation where the concerned individual can share with the principal their concerns and possible solutions. The principal shall try to resolve the matter using the **Instructional Materials Conversation Guide for Principals (IIA-AR2(A))** as a tool to guide the conversation. The principal shall acknowledge receipt of all written or verbal requests for reconsideration of the use of instructional materials throughout the process.
- Step 3: If the concerned individual is not able to resolve the concerns with the principal, this formal process shall be followed:
1. The concerned individual will complete the form for Request for Reconsideration of Library and/or Instructional Materials (IIA-AR2(B)) and submit it to the school principal. If the principal is raising the concern, they should also complete the form;
  2. The principal shall notify all staff members who are directly involved in the request
  3. The principal shall forward the "Request for Reconsideration of Library and/or Instructional Material" form and other relevant documentation to the Administrator for Curriculum/Instruction;
  4. The principal and the Administrator for Curriculum/Instruction shall ensure that the materials in question shall continue to be used for their designated purpose as originally intended until the formal procedure is complete.
  5. The Administrator for Curriculum/Instruction shall notify the Deputy Superintendent of the request for reconsideration.

6. The Deputy Superintendent will review the documentation to ensure that the steps have been followed. When this has been confirmed, the Deputy Superintendent will charge the Administrator for Curriculum/Instruction to form and chair a committee to review the request for reconsideration. The Administrator for Curriculum/Instruction will personally contact the individual requesting reconsideration to clarify the issue;
7. Final action on a request shall be taken by the administration no later than 30 school days after the principal receives the completed "Request for Reconsideration of Library and/or Instructional Material";
8. The individual making the request for reconsideration may withdraw the request at any time during the review process.

### **Establishment of a Review Committee**

The Deputy Superintendent will charge the Administrator for Curriculum/Instruction to establish a review committee and serve as chair. The membership shall be representative of the school district by including teachers from the same grade level or subject at which the material(s) is being used, members of the community/parents, district library managers, and a principal(s). The committee may also include student(s). There will be an odd number of participants on the committee. The specific number of representatives from the various categories will be dependent upon the nature and use of the material in question.

### **Committee Review Procedure**

1. Committee members will receive copies of the completed Instructional Materials Conversation Guide for Principals and the Request for Reconsideration of Library and/or Instructional Material.
2. The committee will meet in a closed session. Minutes of the meeting will be taken.
3. Opportunity shall be afforded the person(s) or group questioning the material to meet with the committee and to present their opinions. Committee members may ask the presenter(s) questions for the purpose of better understanding or clarifying their presentations.
4. The committee will review the material in question and form opinions based on the material taken on a whole and not on passages taken out of context. The committee should take into account the applicable instructional objectives and materials selection criteria, as well as the age and development of the students using the material.
5. The committee will formulate their recommendations and prepare a written report for the Deputy Superintendent using the **Instructional Materials Reconsideration Review Committee Report (IIA-AR2(C))**. It will include a recommendation to retain the material in its original location, to relocate the material to an advisory location, or to remove the material.
6. Appeals to this decision will follow the process outlined in Public Complaints Policy (KL).

### **Action Taken**

1. Disposition of the request shall be made known to all parties in the action including committee members, the person submitting the request, the principal, the teacher involved, and all teachers in that subject area.
2. The final decision shall be sent to all district administrators.

Requests for reconsideration of the same material will not be accepted for at least two calendar years following issuance of a decision on said material.