

IIAB - PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Occasional objections to a selection of instructional material will be made by the public despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials.

When materials are questioned, the following procedures are to be used for reconsideration of curriculum and library materials:

1. Be courteous, but make no commitments.
2. The complainant is informed of the selection procedures and is asked to submit a formal "Request for Reconsideration of Instructional Materials" form (sample attached).
3. The appropriate administrative personnel are informed of the complaint.
4. Challenged materials continue to be used during the reconsideration process.

Upon receipt of the completed form, the principal requests review of the challenged material by an *ad hoc* or permanent review committee and notifies the superintendent that such a review is taking place. The review committee shall when available include an administrative representative, library media specialist, one or more classroom teachers, one or more parents, and one or more students or community members when appropriate. The committee shall be appointed by the principal. A date for the material to be reviewed by the committee will be set within fifteen school days. Vacation days and weekend are excluded.

5. The review committee takes the following steps after receiving the materials:
 - a. Reads, views, listens and/or examines the material.
 - b. Checks general acceptance of the material by reading reviews and consulting recommended list.
 - c. Determines the extent to which the material supports the curriculum.
 - d. Committee will hold a hearing with the complainant(s) if a hearing is requested.
 - e. Completes the appropriate report for judging the material for its strength and value as a whole and not in part.
6. The review committee presents a written recommendation to the superintendent and the school board.

7. In the event that the complainant is not satisfied with the decision of the review committee, the complainant may then take his/her objection in the form of a formal complaint to the school board.
8. The challenged materials are retained or withdrawn as mandated by the school board.

Adopted: Before 2009

Revised: July 13, 2009