

**606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS RECONSIDERATION PROCEDURE**

**I. PURPOSE OF PROCEDURES**

The following procedures outline the process for reconsideration of instructional materials.

**II. STEPS**

**A. Objecting to District-adopted textbooks**

When a parent or guardian raises an objection to the use of District-adopted textbooks which are purchased to support the District curriculum, the following process will be used:

1. The parent/guardian contacts the Principal of their child's building and expresses concerns regarding the textbook. Concerns are noted and included in a reference file to be considered when the textbook in question is to be replaced.
2. The parent/guardian may contact the teacher of the course to request an alternative learning plan using a different, but commensurate resource for the content in question.
3. In the event an entire textbook is deemed objectionable, the teacher is not obligated to provide alternative materials through the duration of an entire course. In this situation, the student may be counseled into a different, but commensurate course.

**B. Objecting to Other Instructional Materials**

When a parent or guardian raises an objection to the use of other instructional materials, the following process will be used.

1. The parent/guardian contacts the teacher or media specialist, and then the principal and expresses concerns regarding the instructional material.
2. The parent/guardian may request an alternative learning plan using a different, but commensurate resource for the content in question

**C. Requesting the Reconsideration of an Instructional Resource**

The Principal is responsible for carrying out these procedures on behalf of the Superintendent of Schools. When a parent/guardian objects to an instructional resource on the basis that the resource should not be used in the public school, the process for reconsideration is as follows:

1. The parent/guardian expresses concerns with the teacher or media specialist.
2. If the concern still exists, the parent/guardian expresses his/her concern to the principal.
3. The principal follows up with a letter including District policies/procedures and arranges a meeting date to discuss the concerns.

4. The principal and relevant staff meet with the parent/guardian to review the concerns, explain the selection process, and review the criteria and rationale for use of the resource.

In some cases, the process may end at this point.

5. If the concern still exists, the parent/guardian expresses his/her concern in a meeting with the Director of Educational Services.
6. In the event the parent/guardian still wishes to have the instructional resource reconsidered for the purpose of limiting or denying its use for other students, the Director of Educational Services will provide the parent/guardian with a 'Request for Reconsideration of Educational Resources' form.
7. The parent/guardian completes the form and returns it to the Director of Educational Services.
8. The Director of Educational Services (or a designee) will mobilize a district committee to review the materials and select a day and time for formal reconsideration of the resource.
  - a. This committee will include:
    - i. Director of Educational Services
    - ii. Director of Curriculum and Assessment
    - iii. Principal of the Building
    - iv. One District Parent
    - v. One Building Classroom Teacher
    - vi. Media Specialist
    - vii. One Board Member
    - viii. One Community Member
9. The committee shall hold a meeting to discuss the challenged educational resource, hear testimony, and reach a decision on the challenged educational resource. The committee shall:
  - a. evaluate the challenged material in the context of the District's educational program and selection criteria.
  - b. examine the challenged material in its entirety. Weigh values and faults and form opinions on the resource as a whole rather than on passages or sections taken out of context.
  - c. determine professional acceptance of the educational resource by reading critical reviews.

- d. hear testimony in an orderly manner with no debate. Those testifying must speak to the resource involved. An order for speakers and time limit for each shall be established.

#### 10. Resolution

- a. The committee will make a decision on the challenged material by committee vote. In the case of a tie vote, the concern shall be denied. A decision to sustain a concern shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the selection and/or use of the resource.
- b. The decision of the committee is binding for the school level involved.
- c. A signed written report with the details of the resolution and all accompanying materials used during the proceedings shall be filed in the school of which the material was challenged. This will be the official record of the case.
- d. The decision shall be communicated to all appropriate District employees and interested community members.

#### **D. Appeal**

- 1. The complainant may appeal the committee's decision to the New Prague School Board.
- 2. The complainant must secure a place on the School Board's meeting agenda by contacting the Superintendent of Schools.
- 3. An appeal is defined as a review of the committee's decision-making process by the New Prague School Board. The School Board will review the committee's decision-making process only when an appeal is made.
- 4. Written reports, once filed, are confidential and available for examination by appropriate officials only. Documents pertaining to the appeal will be shared with the committee.

**Adopted:** 01/12/15  
**Reviewed:**  
**Revised:**