

**PROCEDURE FOR REVIEWING COMPLAINTS ABOUT
INSTRUCTIONAL/RESOURCE MATERIAL****Review Committee**

The Board shall appoint an instructional/resource material review committee annually before the commencement of the school year. The committee shall be composed of the following individuals:

1. A media specialist;
2. A teacher from each educational level serviced by district schools as selected by the Principal;
3. A parent or parents;
4. The principal.

The committee may obtain the assistance of individuals with expertise in an area/subject that comes before the committee for review and may hold a public forum to receive community input when instructional or resource material is contested.

Review Procedure

When a complaint or request for review of instructional material is made, the following procedure shall be followed:

1. The building principal shall require the complainant to complete a Request for Reconsideration of Instructional/Resource Material form.
2. The building principal shall submit the completed form to the Superintendent who shall call the review committee meeting to initiate the review process as soon as practicable.
3. If the item being contested is a library book, the item may be placed on reserve in the library during the review process, requiring parental permission to check out. If the review relates to curricular material, the principal shall be responsible for issuing notice to parents of the instructional material under review and provide parents the option of electing an alternative assignment for their children during the course of the review process.
4. Review committee members shall read/view/listen to all or a substantial portion of the contested material.
5. The review committee shall generate a report of recommendations. Recommendations to remove or restrict access to material must be based on the following criteria:
 - a. The material is pervasively vulgar.
 - b. The material is not educationally suitable.
 - c. The material is not age-appropriate.
 - d. The material is part of the curriculum and forces students to profess or deny a belief in what they are reading or engage or refrain from engaging in a practice contrary to their religious belief.

Recommendations shall not be made in an attempt to suppress a viewpoint or limit student exposure to divergent ideas. Mere exposure to an idea does not violate students' rights and the District shall not prescribe what is orthodox in politics, nationalism, religion, or other matters of opinion. Consequently, the committee should consider alternatives to removing instructional/resource material such as, but not limited to, an opt-out option for curricular material or placing check-out restrictions on library material.

6. Committee recommendations shall cite specific passages, sections, pages, and/or chapters that formed the basis of the recommendations.
7. If the review committee does not unanimously agree on the recommendations, the dissenting committee members may generate a minority report. This report must contain all components listed above.
8. The review committee shall issue recommendations to the Board as soon as practical.
9. The Board shall read the challenged material before acting on the recommendations.
10. The board's ruling is final. All findings and records related to the review process shall be retained by the Principal.

Adopted: September 15, 2014

**POLICY ADOPTED:
POLICY AMENDED:**