



## **OPERATIONAL EXPECTATIONS**

**ISD 197 School Board**

Education Programs

Contact: Director of Curriculum, Instruction & Assessment

### **606.1 RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS**

#### **I. PURPOSE**

The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instructional program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.

Resource selection, acquisition and reevaluation is an ongoing process that includes the removal of resources that are no longer considered pertinent or appropriate for use in the district and replacement of resources that are lost or damaged.

The reevaluation of specific resources may occur either as part of a periodic review process or as the result of a reconsideration request initiated by a person with standing. Materials being reconsidered will be carefully reviewed in light of specific concerns which have been raised. The reconsideration must take into account the instructional plan on the use of the material and not just the material itself. Through the process additional perspectives will also be considered.

To have standing to initiate the reconsideration process, the requester must be either a student currently enrolled in School District 197 or a parent/guardian of a student currently enrolled in School District 197.

School District 197 staff members with concerns about instructional materials should direct their concerns to their supervisor or the Director of Curriculum, Instruction and Assessment. The details for this process are defined in a district procedure available through the district curriculum office. The remainder of this policy applies to a request as described above.

#### **II. PARENT/GUARDIAN REVIEW OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

- A. Parents/guardians may examine materials that are used in the classroom or that are otherwise made available to students.
- B. Parents/guardians may request that their child not be required to use specific instructional materials by submitting a request to the building principal. If the

concern is with the standards being taught, there may not be alternate materials available, instead the student will be provided a supervised location for individual work. If the concern is related to a reconsideration request, an alternative plan will be provided until the reconsideration process is complete.

- C. The Board recognizes the right of an individual parent/guardian to submit a request for reconsideration of the use of certain textbooks or instructional materials.

### **III. RESPONSIBILITY**

School district staff will consider parent and student concerns related to instructional materials and will follow the established guidelines and procedures for processing such concerns.

The superintendent or a designee is responsible for developing guidelines and procedures for responding to parent and student objections to textbooks or other instructional materials.

The guidelines and procedures will be posted on the District website.

### **IV. OUTLINE OF PROCEDURES TO BE USED IN RECONSIDERATION REQUESTS**

- All reconsideration requests must be directed to the classroom teacher or site administrator.
- An informal meeting with the requester and the teacher or administrator should be scheduled within three (3) school days of the request and should take place within one week of the request.
- The purpose of the informal meeting is to listen to review and consider the concern, and explain the instructional purpose and use of the material within the district. A resolution to the request may occur at this point and may include the use of alternative resources, an adjusted instructional approach, or the continuation of the instructional plan.
- If the parent or student is not satisfied with the outcome of the meeting, the parent or student may request an alternate learning plan for their student.
- At any point during the process, the superintendent or designee may pause the use of a material until the process is completed.
- Subject to limitations imposed by the Minnesota Government Data Practices Act, the site administrator will determine what should be communicated about the resolution and to whom.
- In the event that the requester informs the District that they are not satisfied with the result, a site administrator will provide the requester with information on the next steps in the process.
- Within three (3) school days after the informal meeting, the site administrator will contact the requester and obtain the necessary information needed to submit a formal

request for reconsideration. The requester or site administrator may complete the formal reconsideration form.

- Within three (3) school days after receiving the completed Request for Reconsideration form, the site administrator will submit the request to the Director of Curriculum.
- The Director of Curriculum will convene a meeting with the Reconsideration Committee within ten (10) school days after receiving the Request for Reconsideration. The membership of the committee will vary depending upon each individual request but at a minimum will include a representative from the curriculum office, the equity office, the cultural liaison as appropriate, the classroom teacher(s), building administration, and outside experts as needed.
- The findings of the committee will be shared with the requestor and impacted school district staff in writing.

*Legal References:* Minn. Stat. § 120B.20 (Parental Curriculum Review)

<b>POLICY ADOPTED:</b>	June 7, 2021
<b>POLICY REVIEWED/REVISED:</b>	May 19, 2025
<b>Monitoring Method:</b>	Administrative Review
<b>Monitoring Frequency:</b>	Every three years