

INSTRUCTION

Policy 2314

Learning Materials Review

While the staff makes every effort to select high quality, appropriate learning materials that are satisfactory to the general public, objections occasionally may be raised. Learning materials, for the purposes of this policy, shall be considered to be any material used in classroom instruction, library materials, or any materials that a teacher might provide a student as part of the course of instruction.

When an objection does occur complainants will discuss their concerns with the appropriate school staff and supervising administrator prior to pursuing a formal complaint. Should a citizen wish to make a formal protest regarding specific material used in a school within the district, the form for requesting reconsideration of instructional materials must be used (2314F2).

If a request to remove an item from the school or limit its accessibility is appealed beyond the building level, it will be acted upon by a Learning Materials Review Committee. The committee will be appointed by the Board of Trustees based on a recommendation from administration for a three-year term to be confirmed by Board action.

The Materials Review Committee will consist of one administrator who will chair the committee and who will be a voting member. It will also include one faculty member at large, four community members, and three librarians (or classroom teachers if the case involves classroom materials). One of the librarians or teachers will be from each level.

No committee member may serve on a review originating from an elementary (K-8) school at which he/she is employed or has a child. Staff members may participate in a review originating from either high school or Bridger Charter Academy, but the staff member must be from a department other than where the material is being used.

Where relevant as determined by the Superintendent or designee, the Superintendent or designee may appoint an alternate committee member.

In the event that the complainant fails to appear at a hearing in which they have previously committed to appear, the hearing will be adjourned and the complaint dismissed.

At least one spokesperson representing each side of the issue will be heard. All meetings including committee deliberations will be open to the public. A written decision will be delivered to the complainant within 10 school days following the last committee meeting. That decision will apply to all other schools of similar grade levels.

An appeal, from either side, must be delivered in writing to the superintendent within 10 school days. The Board will make the final decision on appeals.

Cross Reference: [1700 Uniform Complaint Procedure](#)

Policy History:

Adopted on:

11/24/1986

Revised on:

8/25/1987, 3/29/1993, 6/14/1993, 9/11/1995, 10/09/2000, 4/25/2019, 8/26/2019

Bozeman Public Schools

INSTRUCTION

Procedure 2314P

Learning Materials Review

The Materials Review Committee will consist of members as outlined in the policy.

When a resident of the school district questions the appropriateness of the materials being used, the following steps must be taken:

1. Discuss the material in question with the teacher-librarian or classroom teacher.
2. Meet and discuss the issue with the teacher, teacher-librarian and appropriate administrator (herein referred to as principal) involved. In the event both the teacher/teacher-librarian and principal agree, the material may be withdrawn and no further action will be required. In the event that the teacher, teacher-librarian, or principal believes the material should remain in use, the material will continue in use subject to further appeal through the Learning Materials Review process. The principal will complete the "Principal's Summary of Informal Reconsideration Request" form to file in the principal's office (Appendix A) and submit it to the Deputy Superintendent Instruction.

If the problem is not resolved through this process, a request for reconsideration of learning materials shall be submitted by the complainant on the forms supplied by the district and available in the principal's or the Deputy Superintendent Instruction's office. One form (Appendix B) must be completed for each challenged title. The form must be completely filled out and submitted within 10 school days of Step 2 (above) to the principal, who will inform the Superintendent of the complaint.

3. Upon receipt of the request, the Superintendent or designee shall direct the Materials Review Committee chairperson to take the following steps:
 - A. Inform the principal and other appropriate personnel of the challenge and dates of the review committee's meetings.
 - B. Provide the members of the Materials Review Committee access to the material and any published reviews in advance of the meetings.
 - C. Direct the Materials Review Committee to take the following steps:
 - 1) Read, view or listen to the material in its entirety.
 - 2) Research general acceptance of the material by reading reviews and consulting recommended lists.
 - 3) Attend all meetings in order to listen to the spokespersons as requested for each side of the issue.
 - 4) Determine the extent to which the materials support the curriculum.
 - 5) Complete the appropriate "Checklist for Materials Review Committee's Reconsideration of Learning Material" (see Appendix C), judging the material for its strength and value as a whole and not in part.

The Review Committee will complete all deliberation with all possible dispatch and submit its written report to the Superintendent, the complainant, building principal, and other appropriate staff within 40 school days of the receipt of the form. A majority vote of the eligible committee members will be required to determine its recommendation.

Should the parties involved not be satisfied with the decision of the committee, they may, within 10 school days following the committee's decision, request to the Superintendent, a review by the Board of Trustees. The complaint and committee report shall be made available to the Board of Trustees. The matter will be discussed within 40 school days at a regularly scheduled Board of Trustees' meeting and a decision given to the complainant.

Any learning materials that have been removed by a teacher-librarian teacher or principal for political, religious, or social reasons (other than routine weeding of obsolete or worn out items) will be listed and submitted to the Deputy Superintendent Instruction immediately following the removal of the materials. The Deputy Superintendent Instruction may recommend this go through the Learning Materials Review process.

To ensure a comprehensive review of the questioned material, if a request for reconsideration is pending before the committee, subsequent requests will be added to a list and will be taken up in the order they were submitted.

Policy History:

Adopted on:

Revised on: 8/25//1987, 9/11/1995, 11/13/2013, 5/18/2022

CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIAL

School _____

Please check type of material:

| | | |
|-------------------------------------|------------------------------|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> CD | <input type="checkbox"/> Web-based Resource |
| <input type="checkbox"/> Periodical | <input type="checkbox"/> DVD | <input type="checkbox"/> Other |
| <input type="checkbox"/> Pamphlet | | |

Author _____

Title _____

Request initiated by: _____

Address _____

Group represented (if any): _____ Phone: _____

The person requesting reconsideration of the material is required to read or view the work in its entirety. Have you done so?

The review process will continue only after the material has been read, viewed, or listened to in its entirety.

If sufficient space is not provided, attach additional sheets.

1. To what in the material do you object? (Please be specific, cite pages, time on a dvd, etc.)

2. Why do you object to these materials? _____

3. Was there any merit in this material? (Please comment)

4. What do you believe is the theme or purpose of this material? _____

5. For what age group would you recommend this material? (Please comment) _____

6. Are you aware of the judgment of the material by literary critics?

7. Would you care to recommend other material of the same subject and format? _____

8. What do you recommend be done with this material? _____

Policy History:

Adopted on:

Revised on: 11/13/2013