

# ***Dell Rapids School District #49-3***

## **Policies and Regulations Code: KLC-R – School/Community Relations**



### **KLC-R PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS**

#### **Procedure for Requesting Alternatives to Required Instructional Materials**

1. The student and his/her parent/guardian shall meet with the teacher, the principal to discuss concerns about the required instructional materials.
2. If the parent/guardian and teacher agree that alternative instructional materials are in order, the teacher shall present at least one alternative of comparable instructional value. The teacher shall adapt the student's program to include a discussion or conference about the alternative material and an evaluation or test on the alternative.
3. If the parent/guardian and the teacher cannot reach an agreement on alternative instructional materials, the parent/guardian should appeal to the building principal. If resolution is not reached at that level, an appeal should be made to the Superintendent, who will arrange for acceptable alternative materials. If the parent/guardian is not satisfied with the arrangements made by the Superintendent, the parent/guardian will be directed to continue the appeal through the formal procedure for reconsideration of instructional materials outlined below.
4. The teacher, the school, and the School District shall take all steps necessary to ensure that the student will not be placed in embarrassing situations or in academic jeopardy.

#### **Procedure for Reconsideration of Curriculum Adopted Instructional Materials**

1. The parent/guardian or student shall discuss the complaint with the teacher and building principal.
2. The parent/guardian or student shall be invited to file objections in writing with the building principal by completing the form entitled "Request for Reconsideration of Instructional Materials."
3. If a written complaint is filed, the building principal shall notify the Superintendent in writing of the complaint and attach a copy of the complaint form.
4. The challenged material shall continue to be used during the reconsideration process unless the Superintendent or School Board suspends its use.
5. The Superintendent shall convene a committee of at least two teachers, two parents/guardians, two students if appropriate, the building administrator to review the instructional materials in question.
6. The committee shall be convened within ten (10) school days after a complaint has been filed with the Superintendent. Each committee member shall receive a copy of the written complaint as well as a copy of the material in question.
7. The committee shall research and validate the facts of the complaint by adhering to the following criteria:
  - a. Extent to which it supports the curriculum.
  - b. Suitability of the subject matter, vocabulary, and presentation for the students' experience and maturity and for the intended use of the material.
  - c. Content of the material in terms of currency, accuracy, and consistency with curriculum goals.

8. The committee shall file the fact finding report with the Superintendent and the complainant. The report shall respond to each criteria listed in Section 7 and also include answers to specific objections of the complainant.
9. The Superintendent shall present the written complaint along with the fact finding report to the Board. The Board shall conduct a public hearing for interested persons, including the complainant.
10. Within fifteen (15) school days of the hearing, The School Board shall make a final determination which could be:
  - a. The materials will continue to be used without restriction.
  - b. The materials will continue to be used with restrictions.
  - c. The materials will be moved to another level for use without restrictions.
  - d. The materials will be moved to another level for use with restrictions.
  - e. The materials will be removed from the curriculum and replaced if necessary.
  - f. Request an extension of time.

#### **Procedure for Reconsideration of Other Instructional Materials**

1. The parent/guardian or student shall discuss the complaint with the teacher and building principal.
2. The parent/guardian or student shall be invited to file objections in writing with the building principal by completing the form entitled "Request for Reconsideration of Instructional Materials."
3. If a written complaint is filed, the building principal shall notify the Superintendent in writing of the complaint and attach a copy of the complaint form.
4. The challenged material shall continue to be used during the reconsideration process unless the Superintendent or School Board suspends its use.
5. The Superintendent shall appoint a committee of at least two teachers, two parents/guardians, two students if appropriate, and the building administrator to review the instructional materials in question.
6. The committee shall be convened within ten (10) school days after a complaint has been filed with the Superintendent. Each committee member shall receive a copy of the written complaint as well as a copy of the material in question.
7. The committee shall weigh values and faults, and view the material as a whole and not individual passages or images. In weighing the material's value, the committee shall consider the following:
  - a. Extent to which it supports the curriculum.
  - b. Qualifications of the author, artist, composer, producer, and/or publisher of the material.
  - c. Suitability of the subject matter, vocabulary, and presentation for the students' experience and maturity and for the intended use of the material.
  - d. Content of the material in terms of currency, accuracy, and consistency with curriculum goals.
  - e. Literary and/or artistic merit.
8. The committee shall file the fact finding report with the Superintendent and the complainant. The report shall respond to each criteria listed in Section 7 and also include answers to specific objections of the complainant.
9. The Superintendent shall present the written complaint along with the fact finding report to the Board. The Board shall conduct a public hearing for interested persons, including the complainant.
10. Within fifteen (15) school days of the hearing, The School Board shall make a final determination which could be:
  - a. The materials will continue to be used without restriction.
  - b. The materials will continue to be used with restrictions.
  - c. The materials will be moved to another level for use without restrictions.

- d. The materials will be moved to another level for use with restrictions.
- e. The materials will be removed from the curriculum and replaced if necessary.
- f. Request an extension of time.

LEGAL REF.:

Adopted: New Policy

Reviewed: August 13, 2007