

RECONSIDERATION OF INSTRUCTIONAL MATERIALS ISD 622 Guidelines and Procedures

References:

ISD 622 School Board Policy #[606 Textbooks and Instructional Materials](#) (link to [updated draft](#))

Background:

The school board recognizes that the selection of textbooks, instructional materials, and library materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on the selection of all textbooks, instructional materials, and library materials.

Occasional objections to instructional materials may be made, despite the quality of the selection process. Persons who wish to challenge the inclusion of specific items in school collections of materials will follow the procedure outlined below. These steps are to ensure that a process is followed and that all parties have an equal chance to be heard.

Process for Review:

A resident, employee, or student of the school district may express an informal concern or formal request for reconsideration of a classroom or library resource. Simply because there is a complaint about a material is not sufficient reason to withdraw access to it by all students. Each parent/guardian has the right to determine the appropriateness of classroom and library resources for their children and should accord the same right to other families. No library or classroom resources will be removed or restricted from use during the reconsideration process.

Step 1:

An attempt will be made to resolve the matter informally at the building level. Persons with a complaint about print or digital resources should contact the classroom teacher or principal to state their concerns. The school employees will listen attentively to the concerns and attempt to resolve the issue informally.

Step 2:

If the complaint is not resolved in Step 1, the building principal will explain the process for reconsideration of materials. This will include the option to submit a Request for Reconsideration of Instructional Materials form. [This form can be accessed via this link](#) and is submitted to district leadership such as the Superintendent, Assistant Superintendent, Director of Teaching and Learning, or Director of Communications. If there is concern about multiple items, a separate form must be completed for each item. If the form has not been received by district leadership within two weeks, the matter shall be considered closed.

Step 3:

If a request form is received, district leadership shall be responsible for the development and leadership of an Instructional Materials Review Committee. This Committee shall include at least one of each of the following representatives: building administrator, classroom teacher, a media specialist or designee, and a member of the ISD 622 Advisory and student (if appropriate). The staff member(s) and complainant(s) directly involved in the complaint shall not be members of this Committee.

District leadership and the Instructional Materials Review Committee will review the material within 30 working days. The Committee will take the following steps after receiving the request:

- Read the challenged material in its entirety;
- Determine professional acceptance by reading critical reviews of the material;
- Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
- Discuss the challenged material in the context of the educational program;
- Discuss the challenged material with the individual questioner when appropriate;
- Discuss the following possible courses of action for the resource in question:
 - A. Retain the resource for unrestricted use by students
 - B. Move the resource to a different grade level or course
 - C. Remove the resource entirely
- Prepare a written response with the committee's recommendation. The major criterion for the final decision is the appropriateness of the material for its intended educational use.

If the Committee selects the option to retain the resource for unrestricted use by students, the school district will make reasonable arrangements to provide alternative resources or instruction upon request of the complainant. The school district is not required to pay for alternative instruction provided by the complainant. The school district may not impose academic or other penalties on a student merely for arranging alternative instruction. The school district, however, may evaluate and assess the quality of the student's work.

The Materials Review Committee will present a written recommendation to the Superintendent and the school board. The complainant and faculty member(s) will be notified of the Committee's decision.

Updated 12.13.23

References/resources:

- *Waconia School District 110, Reconsideration of Instructional Materials Guidelines*
- *Anoka-Hennepin District No. 11, 606.2 District Media Program Philosophy.pdf*
- *St. Paul School District, 607.00 Textbooks & Instructional Materials, 607.00.1 Procedure Instructional Materials Reconsideration, 607.00.1 Form Request for Reconsideration*