

1 Great Falls School District

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3 **INSTRUCTION**

2314

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5 Learning Materials Review

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7 Citizens objecting to specific materials used in the District are encouraged to submit a complaint
8 in writing using form 2314F and discuss the complaint with the building principal prior to
9 pursuing a formal complaint. Complaints should follow the levels established in the Uniform
10 Complaint Procedure (Policy 1770).

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12 Learning materials, for the purposes of this policy, are considered to be any material used in
13 classroom instruction, library materials, or any materials to which a teacher might refer a student
14 as part of the course of instruction.

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16 When a citizen's request to remove an item or limit its accessibility is appealed beyond the
17 building administrator (Level 3 of the Uniform Complaint Procedure), it will be acted upon, one
18 item at a time, by a Learning Materials Review Committee. The committee will be assembled by
19 the Curriculum Coordinator to include an Executive Director, Curriculum Coordinator, two
20 teachers in the department at a different building, and a Board member. Committee members
21 will read the selection in question prior to the committee meeting.

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23 A decision will be delivered to the complainant within ten (10) school days following the last
24 committee meeting. That decision will apply to all other schools of similar grade levels.

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26 An appeal from either side must be delivered in writing to the Superintendent within ten (10)
27 school days following the Uniform Complaint Procedure.

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29 Cross Reference:

30 Policy 1770 Uniform Complaint Procedure

31 Policy 2314F Citizen's Request for Reconsideration of Learning Materials

32 Policy 2314F2 Checklist for Learning Materials Selection Committee Reconsideration of
33 Material

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35 Policy History:

36 Adopted on: November 24, 2014

37 Revised on: November 14, 2022

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