



Instructional Materials

By Dr. Liann Hanson, Director of Standards-Based Instruction

Review of Instructional Materials

At Fargo Public Schools, we recognize the importance of providing our community access to high-quality instructional and library materials aligned with our educational goals and values. We have established a comprehensive reconsideration process outlined in [Administrative Policy 4250](#) as part of our commitment to accountability and transparency. This process ensures that any concerns or complaints regarding instructional or library materials are addressed fairly, systematically, and timely.

Request for Reconsideration:

Any resident or employee of the school district may request to review instructional or library materials.

Overview of Reconsideration Process

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Complainant contacts teacher or LMS. May be resolved at this step.	Teacher or LMS informs Principal. The principal sets up a meeting. May be resolved at this step.	Principal gives the complainant the "Request for Reconsideration of Instructional Materials" form. <u>Complainant must review the entire work.</u>	Complainant returns form to principal within 10 working days. Principal will forward form to Asst. Superintendent within 5 working days with a summary of the process.	Within 5 working days, the Director of Standards Based Instruction will contact the complainant to calendar the review of material and gather the review committee as needed.

Informal Request:

Parents/guardians or students directly impacted by the use of instructional or library materials may initiate an informal request for reconsideration by contacting the building principal. The principal will facilitate a meeting between the concerned parties and the teacher or librarian using the material to address the expressed concerns. Efforts will be made to resolve the issue at the building level.

Formal Request:

If the informal process does not lead to a satisfactory resolution, the concerned party may proceed with a formal request for reconsideration. The building principal will provide the district form for Request for



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Reconsideration of Instructional or Library Materials. This form must be returned within a specified timeframe, and the material will remain in use pending the outcome of the formal process.

Formal Reconsideration:

Upon receipt of a formal request, the Director of Standards-Based Instruction will convene a District Materials Review Committee. This committee comprises various stakeholders, including administrators, teachers, librarians, and community representatives. The committee will review the material in question, consider all parties' input, and decide based on established criteria outlined in Policy 4250.

Appeal Process:

If the complainant is dissatisfied with the committee's decision, they can appeal to the superintendent within a specified timeframe. The superintendent's decision is final, marking the conclusion of the reconsideration process.

Ensuring Transparency and Accountability:

Throughout the entire process, transparency and accountability are paramount. All committee deliberations are conducted in closed sessions, but a detailed report of the committee's decision is provided to the complainant and relevant stakeholders. All documentation related to the reconsideration process is also maintained on file for reference.

At Fargo Public Schools, we are committed to fostering an environment where concerns and feedback are valued and addressed promptly and professionally. The reconsideration process outlined in Administrative Policy 4250 reflects our dedication to upholding high standards of educational excellence while respecting the diverse perspectives and needs of our community.

If you have any questions or concerns regarding the reconsideration process or the selection of instructional materials, please don't hesitate to contact Dr. Liann Hanson, Director of Standards-Based Instruction. Your input is invaluable as we strive to provide all students with the best possible educational experience.

