

INSTRUCTION

Reconsideration of Instructional Materials

Parents, guardians or custodians of students of the Kennewick School District have the right to request a review of instruction materials and library materials adopted or selected for use by the school district. This procedure is in accordance with [RCW 28A.320.230](#) and provides a fair and orderly basis for considering criticisms, complaints or controversy regarding the use of learning materials. The following procedures are established for all district instructional and library material for which a review is requested. Materials being reconsidered may not be removed from use or deleted from the district's approved instructional materials until the process set forth in this procedure has been completed.

- A. Parents, guardians or custodians of students of the district who desire to request a review of specific instructional or library materials adopted or selected for use by the district are encouraged to discuss their concerns with the teacher, librarian or department head primarily responsible for the utilization of the material. If necessary, the principal shall also meet with the appellant to attempt to resolve the issue within the district policies and guidelines for alternate assignments, release, etc., provided, however, that the teacher, librarian, department head and principal are not authorized to remove or delete previously adopted, or selected learning materials.
- B. If these efforts fail and the appellant requests withdrawal of instructional or library materials, form [2310 R2-F1](#) Parent/Guardian Request for Reconsideration of Instruction Materials shall be furnished to the appellant by the principal, together with a copy of this procedure. Copies of these documents are also available in the district office.
- C. The appellant shall complete and submit form [2310 R2-F1](#) to the assistant superintendent of K-12 education.
- D. Upon receipt of a completed Request for Reconsideration of Instructional Materials form signed by an appellant, the elementary or secondary level director shall establish an Instructional Materials Reconsideration Committee which shall convene within fifteen (15) working days of the receipt of the request. The committee shall consist of:
 1. The level director who shall act as the chairperson.
 2. The assistant superintendent of teaching and learning and/or designee.
 3. Three (3) teachers from within the district.
 4. One (1) building administrator from the level at which the request for reconsideration originated.
 5. One (1) library media specialist from the level at which the request for reconsideration originated.
 6. Three (3) parents of children currently attending school within the district.
 7. Other qualified staff persons who represent appropriate disciplines within the district

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as appointed by the level director and/or assistant superintendent of teaching and learning, provided that, for every two (2) additional staff persons added, an additional parent shall also be added.

The committee shall exist as a district standing committee with members serving three (3) year terms.

- E. The Instructional Materials Reconsideration Committee shall meet in public hearing to reconsider the specific materials in light of the specific objections contained in the request as they relate to the educational program of the district. The committee shall provide opportunity for the appellant and a representative of the district to appear before it to register any additional information relative to the request. The committee may hear such other persons and receive such other information as it deems necessary. At the conclusion of such presentations, the committee may reconvene as necessary to review materials, deliberate and shall, within sixty (60) working days of the receipt of the request, submit a written recommendation to the superintendent, which shall be final and binding.

The assistant superintendent of teaching and learning and/or level director may, in the interest of conservation of the use of district personnel and resources, consolidate substantially similar requests for reconsideration of related instruction materials decline to hear repeated or substantially similar requests presented within (3) years.

Amended: September 27, 2006
Amended: September 24, 2024