## Challenges to Instructional Material (Non-textbook)

Objections to or criticism of instructional materials will be addressed according to the procedures outlined below. The complainant must be a resident or the parent or guardian of a student in the West Irondequoit Central School District.

1. Criticism of specific materials will be handled by the building principal in consultation with the Assistant Superintendent for Instruction, with the support of appropriate instructional staff, whenever possible. If the principal cannot resolve the problem, the complainant will be informed of the procedure and should present the criticism in writing on the *Request for Reconsideration of Instructional Material* Form (Form 8320F). The form should be submitted to the Superintendent of Schools and must include:
   a. Specific information as to the materials in question including author, title, publisher or producer, and the reason for the criticism, giving specific references to those aspects or sections of the material judged objectionable by the complainant.
   b. The signature and identification of the complainant so that a reply can be given.
2. The Superintendent will appoint a committee to review the materials in light of the objections. The committee will be chaired by the appropriate instructional leadership staff and will include members of the school staff, administrators, and as appropriate, students, and community representatives. The Assistant Superintendent for Instruction, at their discretion, may also involve the District Curriculum Council in the review process.
3. The committee will follow this procedure:
   a. Examine materials referred to it
   b. Review the material with respect to the criteria set forth in this regulation
   c. Check general acceptance of the materials by reading reviews, breadth of use in other educational settings, alignment to district policies and curriculum, etc.
   d. Weigh values and faults against each other and form opinions based on the material as a whole and not on selections pulled out of context.
   e. Meet to discuss the material and prepare a report on it.
   f. Send a written recommendation to the Superintendent of Schools as soon as possible for action.
   g. File a copy of the report in the school and administrative offices.
4. The decision of the Superintendent will be sent in writing to the complainant.
5. In the event that the complainant disagrees with the decision of the Superintendent, they may request a hearing before the Board of Education. The ruling of the Board of Education will be communicated in writing to the complainant within ten (10) days of the hearing and will be final.

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