

Reconsideration Procedure

I. Intent

The Big Lake School District believes in the principles of intellectual freedom. The intent of this procedure is to provide parents and guardians the opportunity to review instructional resources, register concerns, or receive alternative instruction. The intent is not to interfere with the rights of others to receive instruction, nor does it exempt the student from meeting performance standards. All parents/guardians and district employees shall adhere to this procedure for the reconsideration of materials.

II. Initial response

When a parent or guardian has a concern about an instructional resource, that concern may be directed to either the teacher or building principal. If the concern is directed to the teacher, the building principal should be notified of the concern by the teacher. If the concern is directed to the building principal, he/she shall likewise notify the teacher. If discussion between the parent/guardian and the teacher do not resolve the concern, a meeting shall occur between the parent/guardian and the teacher and principal to allow the parent/guardian to express the concern and to allow the teacher to explain the selection rationale for the material and its intended use in the curriculum. If these explanations do not resolve the issue, the teacher may offer an alternative resource. While an alternative may be offered, the student must complete the learner outcomes and performance standards for which the resource was initially selected.

III. Formal Complaint

If the issue is still not resolved, the principal will inform the parent of the policy and procedure for the reconsideration of a resource, and the parent/guardian will be provided with the Request for Reconsideration of Resources, which should be completed by the parent (Appendix A) and returned to the Assistant Superintendent of Teaching and Learning. Use of the questioned material shall be at the discretion of the Assistant Superintendent of Teaching and Learning during the reconsideration process. The Superintendent maintains discretionary authority over curricular resources pending formal School Board action.

IV. Procedures

Upon receipt of the Request for Reconsideration of Resources form from the parent or guardian, The Assistant Superintendent of Teaching and Learning will provide copies to the department chairperson or grade level chairperson, the teacher in whose class the materials were used, the building principal, the superintendent of schools, and the review committee. The complainant should be notified by email that the form has been received, that the review of the objectionable materials is commencing and the date, time, and place of the public hearing.

V. Review Committee

The membership of the Re-Evaluation Committee shall consist of 1) the principal; 2) the district's curriculum supervisor; 3) a school board member appointed by the board; 4) two tenured teachers as appointed by the superintendent with sufficient experience in the subject area under review and professional experience within the applicable grade

range under consideration; and 5) two parents from the District Curriculum Advisory Committee. Neither the challenger nor the teacher(s) involved with the challenge will serve on the Re-Evaluation Committee. A moderator, who is not a member of the committee, will be appointed by the Superintendent and will be asked to conduct a hearing, notice of which shall be posted at least three days in advance of the hearing, and which will be open to the public. The procedures listed below will be followed:

- 1) Persons who wish to testify on the issue shall register before the meeting. Registration will commence 30 minutes before the meeting begins and conclude when the meeting begins. The moderator will determine the amount of time available for persons wishing to testify depending upon the number of registrants.
- 2) Written documentation of positions will be accepted by the committee.
- 3) The committee shall have the right to question presenters, but are not to discuss the merits of the argument.
- 4) The committee will reconvene at another time or in another location upon completion of the testimony to consider the testimony and documents received and develop a recommendation regarding the material in question.
- 5) At the completion of their deliberation, the committee will provide a written report to the School Board, with supporting documentation and a recommended course of action using Appendix C.
- 6) The School Board will act upon the recommendation.
- 7) If the school board rejects the committee's recommendation, the school board will act on the Request For Reconsideration Of Resources.
- 8) In the event of a tie vote on the Reconsideration of Resources, the Reconsideration of Resources will be rejected.
- 9) The committee shall submit all accumulated documentation, notes, testimony records, and meeting minutes to the Superintendent for filing.

VI. Resolution

Once the Reconsideration Process has been completed, the material may not be challenged or considered for inclusion again for two calendar years.

- VII. The Superintendent or the superintendent's designee maintains discretionary authority over curricular resources. If a reconsideration is rejected, the district is not obligated to continue to provide the material in question in subsequent years as curriculum changes occur for many reasons. If the previously rejected challenged resource is removed outside of the reconsideration process, the Superintendent will notify the Board.

**REQUEST FOR RECONSIDERATION OF RESOURCES
(APPENDIX A)**

Request initiated by _____ Date _____

Address _____ Phone _____

Email _____

Resource of concern

Author _____

Title _____

Types of
resources _____
(book, video, sound recording, textbook etc.)

Location _____

(School building)

1. Have you read, reviewed or listened to the entire selection? yes no

2. Specific concerns regarding the resource in question: (Please cite specific passages, pages, scenes, sections etc.)

3. Why do you object to this material?

4. What would you like the school to do about this material?

5. In its place, what material would you recommend?

Signature

Date

Please return this form to the Assistant Superintendent of Teaching and Learning.

(Office use) cc: Superintendent, Building Principal
Department Chairperson or Grade Level Chairperson
Teacher
Review Committee

PRINCIPLES GUIDING THE REVIEW COMMITTEE PROCESS (APPENDIX B)

Principles guiding the committee's discussion and decision

1. The work shall be evaluated based on its merit as a whole rather than evaluating individual pages or sections.
2. If the work that is being challenged is part of instructional curricula, the work shall be evaluated within its context in the curriculum and consideration will be given to its instructional purpose.
3. If the material that is being challenged is a part of the library collection, the committee will bear in mind the instructional difference between library materials and curriculum materials being directly taught. In the event that library materials are questioned, the principles of intellectual freedom, the right to access of materials, and the integrity of the certified staff must be upheld while reevaluating the material in question.
4. Education must reflect the diversity and debate inherent in a democratic society.
5. The ratings system developed and employed in the music, motion picture, and television industries should not be the only guide for determining the suitability of materials to be used in classroom instruction.
6. The committee will take reviews and/or awards into consideration.
7. The committee may take into consideration the material's use in other school districts.
8. The committee will consider the developmental appropriateness of the material for the age group with which it is being used.
9. The committee will consider the philosophy and goals of the School District.
10. The School District respects the right of every parent to make decisions regarding materials that are appropriate for their child and is willing to make accommodations to provide alternative instruction for a child regarding materials that the parent may find objectionable. The District also respects each child's right to not have those decisions made for them by other parents.

**Resolution Report
(Appendix C)**

Author: _____

Title: _____

Type of Resource: _____

This decision was made on the day _____ of _____, 20__.

☐ Retain

☐ Remove

☐ Limit use to: _____

This decision is recommended for ☐ specific site ☐ entire district

Members of the committee were:

(Chair)
