

Instructional and Library Material Review Policy

The Indian River School District (IRSD) is committed to providing students with access to high-quality, standards-aligned instructional materials and recognizes the important role professional staff play in the selection of those materials. The Board of Education also acknowledges that, despite the care taken in the selection process, objections to instructional or library materials may occasionally arise. When such objections occur, the Board recognizes that a formal review of those materials may be necessary.

Initial Complaint Process

All complaints regarding instructional or library materials received by teachers or staff—whether by letter, telephone, or personal contact—shall be referred to the building principal.

If the complainant is not satisfied with the principal's resolution and wishes to pursue a formal complaint, they must do the following:

- For curriculum/instructional materials complaints, the complainant and the District will follow the procedures outlined in IRSD Policy KLA, *Complaint Procedures for Possible Policy Violations*.
- For library materials, the complainant must complete the *Request for Reconsideration of Library Materials* form available on the District website (www.irsd.net).

Upon receipt of a request for reconsideration, the principal will attempt to resolve the complaint at the building level. If resolution cannot be reached, the principal will forward the formal complaint to the appropriate Director and Deputy Superintendent.

In accordance with 29 Del. C. §8731, only the following individuals may make objections to library materials in a school library as follows:

1. A student enrolled in a school that carries the objectionable material in the school's library.
2. A parent or guardian of a student in a school that carries the objectionable material in the school's library.
3. School personnel in a school that carries the objectionable material in the school's library.

Process for District Reconsideration of Instructional and Library Materials

Curriculum Committee Review

The Director of Elementary Education and/or Director of Secondary Education will review the complaint and the material in question at the next scheduled Curriculum Committee meeting. While the review is pending, the material shall remain in use.

The facilitating director must report the committee's findings and recommendation to the Superintendent no later than 10 work days after the Curriculum Committee makes its final recommendation.

Superintendent's Decision

The Superintendent will review the Committee's recommendation, render a decision in the matter, and provide written notice of the decision to the complainant within 10 work days.

Appeal to the Board of Education

If the complainant is not satisfied with the Superintendent's decision, they may appeal by submitting a written request to the President of the Board of Education within five (5) working days. The Board will hear the appeal at its next regular or special meeting.

Board Decision

The Board assumes final responsibility for all instructional and library materials made available to students and holds its professional staff accountable for proper selection. The Board must issue a written decision confirming or reversing the Superintendent's decision within five working (5) days.

Appeal to the School Library Review Committee

According to 29 Del. C. §8731, if a complainant is not satisfied with the Board of Education's decision, a further appeal may be made to the **School Library Review Committee**. The decision of the School Library Review Committee shall be final and shall apply only to the school that received the initial complaint under review.

An individual who is **not a party to the original complaint, objection, or underlying appeal** may also appeal a decision made by a school, the District, or the Board under this section, provided that the individual is:

- A student enrolled in the school where the complaint originated;
- A parent or guardian of a student in that school; or
- School personnel employed in that school.

Regulations to implement this policy will be established by the Superintendent and compiled in the District Administrative Manual.

Adopted 11/28/89

Revised 4/27/93, 5/19/15, 9/24/18, 1/23/23, 11/24/25