

BOARD OF TRUSTEES

HUMBOLDT COUNTY SCHOOL DISTRICT

REGULATION 6010 INSTRUCTION

REVIEW OF INSTRUCTIONAL MATERIALS

Recognizing the occasional desire of parents and/or citizens to challenge the use of certain textbooks/instructional materials currently being utilized within the District, the following challenge procedure has been developed.

Informal Review Stage: The parent, school or community member shall discuss the material in question with the staff member who is utilizing the material. The goal of this activity is to resolve the issue on an informal basis.

Formal Review:

Step 1: If the issue is not resolved, challenges, written or verbal, shall be directed to the school principal. The principal shall explain to the complainant the school's selection procedure and criteria and the particular place the material occupies in the educational program, its intended educational usefulness, and additional information regarding its use.

In the event the complainant is not satisfied with the initial explanation, the complainant will be invited to file with the school district a formal request for reconsideration and provide the District with a Request for Reconsideration of Classroom Instructional Material. The complainant must complete and sign the form so that a reply can be given. A copy will be given to the school principal and the Director of Curriculum and Instruction.

Step 2: The Instructional Materials Review Committee will complete a review. This committee will be a standing committee selected at the beginning of the school year to serve during that school year and shall consist of the following: three teachers (one each elementary, middle and high school); one central office administrator who will be chairman of the committee; one building level administrator; one grade level appropriate parent; and one school librarian.

Committee members directly associated with the request for reconsideration shall be excused from the committee during the deliberation of such materials. A temporary replacement with the same general qualifications will be appointed.

The committee chairman will serve as a resource person to the committee and will provide continuity to the committee by activating the committee, scheduling meetings, securing copies of reviews and copies of the challenged materials for the members to consider. The chairman will, if necessary, cast tie-breaking votes.

Both the complainant and the staff member utilizing the material(s) in question will have an opportunity to address the committee. The committee shall consider the challenged material in its entirety with both the specific objections and the context of the objections in mind.

It is the responsibility of the committee to check general acceptance of the materials by reading reviews in publications by the American Library Association, National Council of Teachers of English, H. W. Wilson catalog series, American Association of the Advancement of Science, National Education Association, and the Association for Education Communication and Technology. Current reviewing media include, but are not exclusive of, School Library Journal, American Library Association Booklist, Horn Book, and professional journals in various subject areas.

The committee shall make its decision by simple majority. The committee's final decision will be:

1. Leave the material in place with no changes;
2. Amend the material in some fashion;
3. Remove the material from use.

The report of this committee shall be completed and reported publicly within thirty (30) school days, and a written reply shall be made to the individual who initiated the challenge procedure.

Step 3: If either the complainant or the staff member using the material does not agree with the findings of the school-level committee, he/she may appeal the decision by filing a written statement with the Superintendent within ten (10) school days following the receipt of the findings. The Director shall then consider the original textbooks/instructional materials challenge and the finding of the school-level committee. The committee, the complainant, and the staff member utilizing the material will be notified of the Director's decision within twenty (20) school days after the notice of appeal is filed.

Adopted 3/12/19