MANKATO AREA PUBLIC SCHOOLS
Guidelines for Policy 606 - Reconsideration of Textbooks or Other Instructional Materials

General Statements

I. The reconsideration of textbooks or other instructional materials shall be considered on the following criteria:

1. Is the material educationally suitable?
2. Is the material relevant to curriculum objectives?
3. Is the material appropriate to age and educational level?
4. Is the material free from pervasive vulgarity?
5. Is the material presented in an unbiased manner with regard to sex roles and racial, religious and ethnic groups?
6. Is the material in good physical condition?
7. Is the material accurate and current?
8. Is the source considered competent?

II. The review of materials questioned by the public will be treated objectively as an important routine action. Every effort will be made to consider the objections, keeping in mind the best interests of the students, the school, the curriculum, and the community.

III. The School Board recognizes that any resident or employee of the school district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting the material were qualified to make the selection and followed proper procedure and observed the criteria for selecting such material.

IV. The defined procedures for responding to concerns expressed should, if possible, provide for resolution at the building level, second at the district level, and third at the School Board level. The standard district committee is provided in the event that resolution to the concern is not met at the building level.

V. Informational Meeting

A. The school official receiving the objection regarding instructional materials shall explain the process utilized, the place the material occupies in the educational program, and the appeal procedures for challenged materials. They shall refrain from voicing personal opinions. An attempt to resolve the issue informally shall be made.

1. Written documentation of this contact should be filed with the school principal and teaching and learning director.

2. The material in question shall remain in use unless removed through the procedure in this section.

B. In the event that the person making the objection to materials is not satisfied with the initial explanation, the person should be referred to the teaching and learning director who shall explain the selection and reevaluation process and give the objector a copy of these procedures and a reconsideration form (attached). The teaching and learning director shall refrain from expressing a personal opinion.

C. The objector must return the completed form to the teaching and learning director who forwards the form to the chair of the reevaluation committee.

D. Any action taken related to the challenged materials must be taken by the reevaluation committee and not by an individual.

VI. Re-evaluation Committee

A. A re-evaluation committee shall be made up yearly, prior to September 1, of seven members of the school district.

All categories shall serve for three reviews or three years, whichever is less. Initially, even-numbered categories will rotate off after two reviews or two years. They will then continue with the three reviews/3 year schedule.

1. A building principal - chair.
2. One secondary faculty member
3. One elementary faculty member
4. One media specialist
5. Community member selected by the faculty
6. Community member selected by media staff
7. Community member selected by the superintendent

B. Should any reevaluation committee member be involved with a questioned resource, a temporary replacement from that category shall be appointed by the reevaluation committee. Once a decision has been made by the reevaluation committee on the questioned resource, the member shall return as a participating member of the committee.

VII. Reevaluation Process and Timeline

A. The involved staff member, or appropriate district representative, shall provide a written description of and justification for the use of the materials in question.

B. The committee takes the following steps after receiving the challenged materials:

1. Reads the entire book, views or listens to the material in its entirety.

2. Considers comments from Statement of Concern and district description/justification.

3. Checks general acceptance of the material by reading reviews, consulting recommended lists and calls in experts.

4. Determines the extent to which the material supports the curriculum and considers the questions listed in section V.C. of Policy 606 Textbooks and Instructional Materials.

5. Completes the appropriate Report of Reevaluation Committee.

C. The committee will complete these steps within 90 days from the time it receives the materials.

D. All meetings will be open to the public, and all votes taken be public votes. Meeting times will be publicly announced.

E. The sole criteria for the final decision is the appropriateness of the material for its intended educational use.

F. The reevaluation committee will present a written report to the staff member concerned, the building principal, and the complainant, as well as copies of the decision to school board.

G. The decision shall be binding for the individual school or as specified by the reevaluation committee. Requests to reconsider materials which have previously been before the committee must receive approval of the majority of the committee members before the materials will again be reconsidered. Every reconsideration request form shall be acted upon by the committee.

VIII. Appeal

The committee's decision may be appealed to the District 77 School Board by any district employee or resident. This must be made in writing and within ten (10) working days after formal notification of the decision.

STATEMENT OF CONCERN ABOUT EDUCATIONAL RESOURCES

This form may be obtained from building administrators or the district teaching and learning director. The completed form must be returned to the school district employee from whom it was received.

Name _____ Date _____
Address _____ Phone _____

City, State, Zip _____

1. Resource on which you are commenting:

_____ Book
_____ Audiovisual Resource
_____ Magazine
_____ Textbook
_____ Newspaper
_____ Content of Media Program
_____ Other

Title _____

Author/Producer _____

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific about those matters which concern you. *Use other side if needed*. Comment:

4. What action, if any, do you wish to result from this process?

Optional
5. What resource(s) do you suggest to provide additional information on the topic?

REPORT OF THE REEVALUATION COMMITTEE

Author _____ Type of resource

Title

The decision was made on the _____ day of _____ 19 _____.

Minority report is attached ___ Yes ___ No

FINDINGS OF FACT:

DECISION:

The following committee members are in agreement with the above decision:

1. 5.

2. 6.

3. 7.

4.

The following committee members are not in agreement with the above decision:

1.

2.

3.

RECONSIDERATION ACTIVITIES FLOWCHART

Concern received by Principal

Treats each concern with respect.

Principal attempts to resolve issues on initial contact.

Provides and explains Policy 606.
Offers alternative instruction (Policy 629) option.

Resolved

Director of Teaching and Learning meets with complainant and attempts to resolve issues.

END

Resolved

Form is completed by complainant.

END

Director of Teaching and Learning initiates reconsideration committee process.

Committee reviews concerns and sends written review to Director of Teaching and Learning.

Form is completed by complainant.

END

Concerned person(s) appeal to School Board.

Resolved