

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

A. Any resident of the school district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.

1. The school official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use unless removed through the procedure in Section B.6.d. of this rule.

Note exception: If proper procedure for the selection of materials was not followed, the principal may remove the material immediately.

- a. The school official or staff member initially receiving a complaint shall explain to the complainant, the school's selection procedure, criteria, and qualifications of those persons selecting the material.
 - b. The school official or staff member initially receiving a complaint shall explain to the best of his or her ability the particular place the objected material occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the complaining party to the teacher or librarian who can identify and explain the use of the material.
2. In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the question should be referred to the principal or to the media specialists for the attendance center. If, after private counseling, the complainant desires to file a formal complaint, the person to whom the complainant has been referred will assist in filling out a Reconsideration Request Form in full.
3. The individual receiving the initial complaint shall advise the principal or person in charge of the attendance center where the challenged material is being used, of the initial contact no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. A written record of the contact shall be maintained by the principal or other person in charge of the attendance center.

B. Request for Reconsideration

1. Any resident or employee of the school district may formally challenge instructional materials used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.
2. Each attendance center and the school district's central office will keep on hand and make available Reconsideration Request Forms. (IFAB-E). All formal objections to instructional materials must be made on this form.
3. The Reconsideration Request shall be signed by the complainant and filed with the Superintendent or someone so designated by the Superintendent.
4. Within five business days of the filing of the form, the Superintendent or person so designated by the Superintendent, shall file the material in question with the Reconsideration Committee for reevaluation. The Committee shall recommend disposition to the office of the Superintendent.
5. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
6. The Reconsideration Committee
 - a. The Reconsideration Committee shall be made up of nine members..
 - (1) One teacher designated annually by the Superintendent.
 - (2) One school media specialist designated annually by the Superintendent.
 - (3) One member of the administrative team designated annually by the Superintendent.
 - (4) Three members of the community appointed annually by Board action.
 - (5) Two high school students, selected annually by the high school principal.
 - b. The chairperson of the Committee shall not: be an employee or officer of the District. The secretary shall be an employee or officer of the District, Both shall be elected at the first meeting of the Committee each year.
 - c. The Committees shall meet at the request of the Superintendent.

- d. Special meetings may be called by the Superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a two-thirds vote of the Committee.
- e. Notice of meetings shall be made public through appropriate publications and other communications methods.
- f. The committee shall receipt all Reconsideration Request Forms from the Superintendent or person designated by the Superintendent.
- g. The procedure for the first meeting following receipt of a Reconsideration Request Form is as follows:
 - (1) Distribute copies of written request form.
 - (2) Give complainant or group spokesperson an opportunity to talk and expand on the request form.
 - (3) Distribute reputable, professionally prepared of the material when available.
 - (4) Distribute copies of challenged material as available.
- h. At a subsequent meeting, interested persons, including the complainant, may have the opportunity to share their views. The Committee may request that individuals with special knowledge be present to give information to the Committee.
- i. The complainant shall be kept informed by the Secretary concerning the status of the complaint throughout the Committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meeting.
- j. At the second or a subsequent meeting, as desired, the Committee shall make its decision. The Committee's final recommendation will be, (1) to take no removal action, (2) to remove the challenged material from the school environment or (3) limit the educational use of the challenged material. The sole criteria for the first decision is the appropriateness of the material. The sole criterion for the final decision is: the appropriateness of the material for its intended educational use. The written recommendation and its justification shall be forwarded to the Superintendent for appropriate action, the complainant and the appropriate attendance centers.

Following the Superintendent's decision with respect to the Committee's recommendation, the complainant or the Chairperson of the Reconsideration Committee may appeal the decision to the Board of Directors for review. Such

appeal must be presented to the Superintendent in writing within five days following the announcement of the Superintendent's decision. The appeal will be heard by the Board of Directors within one month following the filing of the appeal. Following the appeal hearing the Board will decide whether to sustain the Superintendent's decision or the challenge.

- k. A recommendation to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professional involved in the Original selection or use of the material.
- l. Requests to reconsider materials which had previously been before the Committee must receive approval of a majority of the Committee members before the materials will again be reconsidered. Every Reconsideration Request Form shall be acted upon by the Committee.
- m. In the event of a severe overload of challenges, the Committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee shall approximate the representation of the full Committee.
- n. Committee members directly associated with the selection, use, or challenger of the challenged material shall be excused from the Committee during the deliberation on such materials. The Superintendent may appoint temporary replacement for the excused Committee member, but such replacement shall be of the same general qualifications of that person excused.
- o. Any person dissatisfied with the decision of the Board, may appeal to the State Board of Education pursuant to state law.

RUTHVEN-AYRSHIRE COMMUNITY SCHOOL BOARD OF DIRECTORS