

DE SOTO AREA SCHOOL DISTRICT

871-Rule

PROCEDURES FOR INSTRUCTIONAL MATERIALS RECONSIDERATION

The following procedures for a request for instructional materials reconsideration should be followed:

- A. Be courteous, but make no commitments.
- B. Invite the complainant to submit a formal "Request for Reconsideration of Materials"
- C. Inform the principal and other appropriate personnel.
- D. Upon receipt of the completed form, the administration will be notified that a review is to be done. A review committee will meet within 15 working days, and will consist of the media personnel, appropriate teachers, principals, administrators, and a representative from the community. ***{NOTE: Be sure that this is a realistic timeline to meet, or add a phrase such as "or as soon as reasonably possible" to provide some flexibility. It is important for a school district to be able to follow its own procedures.}***
- E. The review committee will take the following steps after receiving the challenged materials:
 1. Read, view or listen to the material in its entirety. (Examine the material as a whole, not passages pulled out of context.)
 2. Check recognized selection aids for evaluations of the material.
 3. Weigh the strengths and weaknesses of the material and form opinions based on selection criteria and relevance to the curriculum.
 4. File a copy of the committee's recommendation with the administrative offices.
- G. The District Administrator or his/her designee will inform the complainant of the recommendation of the review committee.

1. A written appeal may be made to the District Administrator concerning the review committee's recommendation.
2. A written appeal may be made to the Board of Education concerning the review committee's recommendation.
{NOTE: Must an appeal be made first to the District Administrator? If so, would it be accurate to replace "the review committee's recommendation" with "the District Administrator's recommendation"??}

H. Retain or withdraw the challenged material as recommended by the review committee or District Administrator, or as mandated by the decision of the Board of Education.
{NOTE: I revised the previous statement to reflect a complainant's option to accept the decision of the review committee or District Administrator. If this is not accurate, leave it as is.}

APPROVED: December 11, 2006

REVISED:

NOTE: These procedures were found in your district's current policy manual (871 - approved 12/11/06). I revised them for stylistic reasons, separating them from the policy, and as outlined above. (WASB - 3/08)