

607.00.1 RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Complaints Against Instructional Materials

Persons, who wish to protest the inclusion of specific items in school collections of instructional materials, whether supplemental or textbook in nature, shall follow the procedure given below:

1. Meet with the building principal or designee who will hear the complaint. The principal or designee will explain the process in which materials are selected for inclusion in the school by highly qualified staff.

If the person wishes to pursue a formal complaint, the principal or designee will explain the reconsideration of instructional materials process. In the case of materials that are used districtwide, the complainant may also contact the Office of Teaching and Learning.

2. The complainant fills out a *Request for Reconsideration* form. This form is available from staff in the school's main office and online.
3. The completed form is then submitted to the school's main office. The Principal shall forward the form to the District's Curriculum Advisory Council. In the case of materials that are used districtwide, the complainant should submit the form to the Office of Teaching and Learning, and proceed to step 5 below.
4. The principal shall, within 5 teaching days after receiving the complaint, bring together a committee that may include building administrators, classroom teachers, school support staff, and librarians. The committee will evaluate the challenged materials and determine one of the following courses of action:
 - a. Retain the item in question for unrestricted use by students.
 - b. Attempt to accommodate the complainant without denying access to the item in question to all students.
 - c. Make the item in question no longer available to students.
 - d. Determine the challenged material is part of district curriculum and should be forwarded to the District's Curriculum Advisory Council. Please see step 5 below.
5. If the complainant or any staff member involved is not satisfied with the decision reached by the school committee, or if the challenged material is part of districtwide curriculum, the complaint may be appealed to the District's Curriculum Advisory Council. The Council shall consider the complaint at its earliest opportunity and shall submit a report and recommendation to the Superintendency, which will in turn be communicated back to the school and complainant.
6. Final disposition of the complaint shall be made by the Superintendent.
7. During the process, the instructional material will remain in use unless the committee votes to remove or restrict the material until a final decision is made.

CROSS REFERENCE:

Complaints, Textbook Selection and Adoption;
Instruction/Intercultural, Non-Racist, Non-Sex-Biased Education;
Instruction/Teaching about Religion

LEGAL REFERENCES:

Minnesota state statute: 120B.20 Parental Curriculum Review