

INSTRUCTION**Reconsideration of Instructional Materials for Classroom Use**

Instructional materials are central to the teaching/learning process and are an essential component of the curriculum. Instructional materials are selected to meet the broad range of intellectual development, backgrounds, capabilities and philosophies of students in the Okemos Public Schools. Occasionally, questions may arise about specific materials.

Therefore, while the board of education supports the rights of teachers and students to open access to diversified sources of instructional materials, the board also recognizes the rights of individuals and groups within the community to request the reconsideration of instructional materials on the basis of appropriateness.

The superintendent of schools shall establish procedures by which materials may be reviewed. As a final step in the review process, the board of education or a committee of the board of education may hear the appeal.

SEE ALSO Board Policy 6163.1:
Selection of Materials for Library Media Centers

Policy
Adopted: 10-18-99
Amended: 06-12-06
Reviewed:

Reconsideration of Instructional Materials – Regulations

When a parent/guardian has a complaint, or an objection is received, about specific instructional material, the material in question shall be: a) reviewed objectively and in its full context; b) evaluated in terms of the needs and interests of students, school, curriculum and community; and c) considered in the light of differing opinions.

- A. Objections about specific instructional materials, it should be presented to the classroom teacher. Alternative readings for the student may be assigned by the teacher.
- B. If an objection is not resolved through a meeting with the classroom teacher, it may be presented to the building principal, in which case a meeting will be arranged with the teacher(s), building principal, and the person expressing the objection to review the issue(s) and determine a resolution.
- C. If an objection is not resolved through a meeting of the teachers(s), principal, and person expressing the objection, the following hearing process may be followed to assure a fair and objective review of the concern.
 - 1. The person expressing the objection shall complete a “Request for Review” form. This form may be obtained from the building principal.
 - 2. The person expressing the objection shall submit copies of the completed “Request for Review” form to the teacher(s), building principal, and the assistant superintendent of schools.
 - 3. A review committee shall be appointed and chaired by the assistant superintendent of schools or designee to evaluate the objection within ten (10) school days. The committee will include at least the following: an appropriate level administrator other than the building principal of the material in question; three appropriate level teachers not involved in the selection of the materials (to include, if possible, subject specialists in the area of the disputed material); two parents (after consultation with the Parent Council); and two appropriate level students if high school material (after consultation with the student government officers). The committee’s charge shall be to review the material in question and to examine and evaluate the material as a whole and render its findings in twenty-five (25) school days. If needed, this period of time could be extended to 45 days with notice to the person expressing an objection and the appropriate building principal.

- 3.1 The committee may review existing selection aids for evaluation of the material, weigh strengths and weaknesses, and form opinions based on the selection criteria such as the national councils of the disciplines.
- 3.2 The committee will also review the appropriateness of the material to the reading ability and maturity level of the students, the nature of its use in the educational program, and its relevance to the curriculum and the educational goals of the school.
- 3.3 Interested people, including the complainant, will have an opportunity to appear before the committee to present their views.
- 3.4 The committee's decision may be to: a) take no removal action; b) remove all or part of the challenged material from the school environment; or c) limit the educational use of the challenged materials.
4. The assistant superintendent will report the findings of the review committee to the superintendent of schools and convey the district's response in writing to the person expressing the objection.
5. If the person expressing the objection wishes to appeal the decision of the review committee, a written request must be made to the superintendent of schools within two (2) weeks of receiving the district's response.
6. The superintendent of schools will review the appeal and respond to the person expressing the objection within ten (10) working days.
7. If the person expressing an objection wishes to appeal the decision of the superintendent of schools, a written request must be made within two (2) weeks to the Okemos Board of Education for a hearing and final decision.
 - 7.1 The board may establish a committee of three board members to hear the appeal or may hear the appeal as a full board within twenty (20) working days of receipt of the request.
 - 7.2 The board or its committee will report its findings to the superintendent of schools, the assistant superintendent, the chair of the initial review committee, and the person expressing the objection within five (5) days of the hearing.

- 7.3 Following a board or board committee decision, a year must pass before a request to reconsider the specific instructional material may be brought forward, unless the superintendent or board of education directs otherwise.
- E. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of materials.
- F. Material that is being considered through the review or appeal process will not be withdrawn from use until a final decision has been reached. However, alternative materials shall be provided individual students at the request of the students' parent/guardian.

OKEMOS PUBLIC SCHOOLS
Request for Reconsideration of Classroom Instructional Material
This form must be completed and submitted to the building principal

INSTRUCTIONAL FORMAT: Please Circle

Book Printed Model Electronic Periodicals Software
 Material Media

Title _____ Author _____

Publisher _____ Date of Publication _____

REQUESTOR INFORMATION:

Request Initiated by _____ Telephone _____

Address _____ City _____ Zip _____

Requestor Represents:

___ Self _____
___ Organization _____
___ Other Group _____

1. Did you personally examine the material completely? _____

2. To what in the material do you object? (Please cite specific objections)

3. What harmful effect do you feel this material might have on students?

4. What value do you see in this material?

5. What is your understanding of the teacher's purpose of using this material?

6. For what age group would you recommend this material?

7. What would you like school personnel to do about this material?

- Do not assign it to my child.
- Withdraw it from use by all students.
- Have it reviewed by a reconsideration committee.
- Other (Please explain) _____

8. In its place, what materials of appropriate educational quality would you recommend?

DATE _____ SIGNATURE _____