

## **5.06—CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS**

Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a *Challenge to Instructional Material* form available in the school's office.

The contesting individual shall present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material. Materials involved shall remain in use during the reconsideration process.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Director of Curriculum and Instruction.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Director of Curriculum and Instruction where the individual shall present the same *Challenge to Instructional Material* form previously presented to the principal. The Director of Curriculum and Instruction shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the Director of Curriculum and Instruction shall have five (5) working days to write a summary of the concerns expressed by the individual and the Director of Curriculum and Instruction's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.

If, after meeting with the Director of Curriculum and Instruction, the contesting individual is not satisfied with the Director's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Director's decision to the Board. The Director of Curriculum and Instruction shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

Date Adopted: 04/09/07

Last Revised: 07/13/09

Legal Reference: 20 USCS 1232(h)(c)(C)

**5.06F—REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL  
OR SUPPLEMENTAL MATERIALS**

Name: \_\_\_\_\_

Date submitted: level one \_\_\_\_\_ level two \_\_\_\_\_ level three \_\_\_\_\_

Instructional material being contested:

\_\_\_\_\_  
\_\_\_\_\_

Reasons for contesting the material (be specific):

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What is your proposed resolution?

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Signature of receiving principal \_\_\_\_\_

Signature of curriculum coordinator \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_

Date Adopted:

Last Revised: 11/10/03