

DISTRICT ORGANIZATIONAL DESIGN: RESPONSIBILITIES

1. **Instructional Areas and Departments Selection Committee**

Each area is expected to provide an organized professional team to deal with the ongoing process of resource selection.

Procedures, composition, and selection criteria should be identified by the personnel within each area.

Each area will cooperate with the District Review Committee to insure consistent and cooperative means of communication and selection.

2. **District Review Committee**

Responsibility:

Selection Criteria and Process

Citizen Request for Reconsideration

Meetings: As needed

A. The District Review Committee shall consist of:

1. Three teachers appointed by the Superintendent.
2. One media specialist appointed by the Superintendent.
3. The Director of Instruction
4. Two students selected from the Student Council by the principal.
5. Three parents (one representative from each level - elementary, junior high, and senior high).

B. Additionally, the Superintendent may appoint, on an ad hoc basis, up to two additional committee members who may bring particular knowledge or competencies to bear on a specific request for reconsideration.

3. **Complaints:** Citizens of the school community who wish to register a criticism of material should obtain the "Request for Reconsideration of Instructional Resources" form from the building principal.

Reference:

09/05

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Administrative Regulation

Approved: 11/14/00

Amended: 07/01/07

The primary standard for removal of materials will be:

- 1) recurring vulgarity.
- 2) lack of educational suitability.
- 3) inappropriateness for an age group.
- 4) space limitations.
- 5) obsolescence.

No materials will be removed for the sole motivation of denial of access or suppression of exposure to ideas deemed distasteful by the review body.

All criticism shall be on the "Request for Reconsideration of Instructional Resources" form, and the complaint must be specific as to author, title, publisher or producer, date of instructional resource, and when relevant, page numbers of items to which objection is being made.

Upon completion of the "Request for Reconsideration of Instructional Resources" form, it shall be submitted to the building principal. The principal will instruct the department chairperson or other staff responsible for the materials in question to meet with the Department Selection Committee for the purpose of rendering a recommendation on the item being challenged.

The Department Committee's recommendation will be given to the principal and a meeting will then be arranged with the citizen who initiated the request. This meeting should be to inform the citizen of the Department recommendation and to permit any additional discussion to insure that the position of all parties is understood. (The principal may wish to have the Department chairman present during this discussion.)

At the conclusion of the meeting with the principal and designated staff, the initiator of the request may direct the principal to forward the reconsideration request to the District Review Committee.

Within 30 days of the filing of a complaint the Director of Instruction shall bring the material in question to the District Review Committee for reevaluation. The initiator of the complaint shall be provided an opportunity to interact with the committee. The committee may also consider information from other sources. Upon completion of deliberation, the committee shall make its recommendation in writing to the Superintendent. The Superintendent shall inform the School Board of the committee's recommendation and send a letter to the initiator of the request informing the individual of the recommendation. The initiator may appeal the recommendation to the Board. The decision of the Board is final. All information and records shall be filed in the Superintendent's office.

Reference:  
09/05

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Administrative Regulation  
Approved: 11/14/00  
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Generally, access to challenged material shall not be restricted during reconsideration proceedings, but the Review Committee may limit access under unusual circumstances.

Legal Ref: Board of Education, Island Trees Union Free School District #26 v. Pico, 457 U.S. 853, 73 L.Ed. 2d 435, 102 S.C. 2799 (1982)

Reference:  
09/05

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Administrative Regulation  
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