

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**361.1 – Rule (2)**

**PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

Objections to instructional materials will be made occasionally despite the quality of the selection process. The Board recognizes the right of any resident of the district to object to instructional materials. The review of questioned materials shall be treated objectively. Every effort will be made to consider the best interests of the students, school, curriculum and the community.

All complaints about instructional materials that are made to a board member, an administrator or any other district staff member shall be processed in accordance with the following procedures:

**Step 1**

All complaints about materials made to any district staff or board member shall be directed to the principal. The principal shall involve the appropriate instructor(s) or the library media specialist. Within fifteen (15) calendar days of the initial complaint, the principal and/or designated staff member shall schedule a meeting with the complainant and attempt to solve the problem informally. An explanation shall be provided about the goals and objectives of the instructional materials and the reasons for the selection of the particular materials.

**Step 2**

If a meeting does not result in a resolution of the complaint, the complainant shall be given a packet of materials including a copy of the “Selection and Evaluation of Instructional Materials” policy and procedures, and a copy of the “Citizen’s Request for Reconsideration of Library and Instructional Materials” form. The completed form shall be submitted to the principal.

**Step 3**

The district administrator shall form a “committee for reconsideration” by selecting members that may include:

- a) Three parents, one from each level (i.e., elementary, middle & high school)
- b) Principal or designee
- c) Library Media Specialist
- d) Three faculty members, one from each level

The committee shall be chaired by the principal or designee.

**Step 5**

The complaint form, the materials subject to the complaint, and other materials provided by the staff member(s) involved with the complainant, shall be available to all committee members. Each member shall review in entirety all materials in applicable formats (i.e., print and audio-visual media).

**Step 6**

Within fifteen (15) calendar days of the receipt of all materials, the reconsideration committee shall meet to decide whether the challenged materials will continue to be used. The decision shall be based on a majority vote.

**Step 7**

Within five (5) calendar days of the committee decision, the principal shall send a formal report of the committee’s decision to the complainant and the district administrator.

**Step 8**

Within five (5) calendar days of receiving the report, the complainant, if not satisfied with the committee’s decision, may request an appeal to the Board for a final decision.