

Le Mars Community School District
Inspection and Objection to Instructional Materials

Regulation and Procedures for Board Policy Code 603.5.2- Objection to Instructional Materials and Code 1003.3- Public Complaints about the Curriculum or Instructional Materials

Code 603.5.2 OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Code 1003.3 PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

Occasional objections to the selection of instructional materials may be made by the public, despite the care taken to select those materials most valuable for the student and the teacher. The complainant will be asked to complete the form "Request for Reconsideration of Instructional Material." Upon receipt of a request for reconsideration, the teacher and the person(s) responsible for selecting instructional materials will review the work in question and report their findings to the citizen. Copies of the request form and the report will be sent to the principal and the superintendent. If the citizen is not satisfied with the decision contained in the report, he may appeal the decision to the principal, superintendent, and the Le Mars Community School Board of Education. Should a complaint reach the Board of Education, the Board will review the materials in question in the light of its policy establishing criteria for the selection of materials.

Inspection of Instructional Materials- Parents of the school district community may view the instructional materials used by the students by making a request to the Curriculum Director (712) 546-4155.

Objection Procedure: A member of the school district community may raise an objection to instructional materials used in the school district's education program and ask for their use to be reconsidered. The following procedures are in place for requested instructional materials reconsideration:

A. Complaint

- a. The complainant will address the complaint at the lowest organizational level of licensed staff. Often this will be the classroom teacher.
- b. The school official or employee receiving a complaint regarding instructional or library materials will try to resolve the issue at the lowest organizational level. The materials generally will remain in use pending the outcome of the reconsideration procedure.
- c. The school official or employee initially receiving a complaint will explain to the individual the district's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.
- d. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use.

- e. If the complainant is not satisfied with this outcome, the school official or employee will direct the complainant to the building principal. The principal will communicate with the complainant.
- f. If necessary, the principal may direct the complainant to complete the Citizen's Request for Reconsideration of Instructional and Library Materials Form. The intent of the form is to begin the process for a member of the school district community to formally challenge instructional and library materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.
- g. Schools officials will offer to assist the complainant in completing the form, but if a complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.
- h. Citizen's Request for Reconsideration of Instructional and Library Materials Forms will be available on the district website.
- i. The individual will state the specific reason the instructional or library material is being challenged. The Citizen's Request for Reconsideration of Instructional and Library Materials Form is signed by the individual and filed with the building-level principal.
- j. The building-level principal will promptly convene a reconsideration committee (see B below) composed of the teacher or librarian and the person(s) responsible for selecting the instructional materials. Administration may identify other individuals not associated with the initial selection to be on the committee. Other possible committee members may include 1 principal/asst. principal from another level, 1 licensed teacher, and/or up to two community members.
- k. The committee will make their recommendation to the principal.
- l. The principal will issue a decision on Reconsideration Request Form after reviewing the committee's recommendation. The principal will act to affirm, modify or reverse the decision of the committee. A copy of the Principal's decision will be provided to the complainant.
- m. Following the principal's decision with respect to the committee's recommendation, the individual may appeal the decision to the Superintendent for review.
- n. The Superintendent will issue a decision after reviewing the committee and principal recommendation/decision, as well as other potential findings. The superintendent will act to affirm, modify or reverse the decision of the principal.
- o. Following the superintendent's decision, the individual may appeal the decision to the Board of Education for review.
- p. The complainant must notify the Superintendent within five days to request a board review. The board will determine whether to hear the appeal. This decision to hear the appeal will be made at the next regular meeting or within 30 days of the Superintendent's decision, whichever is later. If the board elects to hear the appeal, the board will act to affirm, modify or reverse the decision of the Superintendent. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee. The board's decision will be communicated to the complainant. The board's decision will be deemed final.
- q. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily.

B. Committee

- a. The committee will determine its agenda for the meeting which may include the following:
 - i. Distribution of copies of the completed Reconsideration Request Form.
 - ii. An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.
 - iii. Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
 - iv. Distribution of copies of the challenged instructional material as available.
- b. The Committee will determine whether interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
- c. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the principal, superintendent, and complainant.

C. Other

- a. The individual filing the challenge is kept informed of the status of the reconsideration request throughout the reconsideration process. The individual filing the challenge and known interested parties are given appropriate notice of meetings as required by law.
- b. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.
- c. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.
- d. If necessary or appropriate in the judgment of the committee, the committee may consolidate related challenges, or decline to hear multiple challenges to the same materials. Generally, the committee will not hear subsequent challenges to the same materials within the same school year.
- e. All decisions will adhere to legal requirements for instructional and library materials.

I.C. Iowa Code

Iowa Code § 279.8

Iowa Code § 280.14

Iowa Code § 280.3

Iowa Code § 301

Iowa Code 279.74

Description

[Directors - General Rules - Bonds of Employees](#)

[Uniform School Requirements - Administrators](#)

[Education Program - Attendance Center Requirements](#)

[Textbooks](#)

[Powers and Duties - Specific Defined Concepts](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

[Administration](#)

Cross References

Code

213

Description

Public Participation in Board Meetings

