COMPLAINTS REGARDING INSTRUCTIONAL/MEDIA MATERIALS

The Board recognizes that opinions differ concerning appropriateness of instruction and media materials. Occasionally an individual or group may find instructional or media materials used in the school in conflict with their views. All complaints must be presented in writing on the appropriate forms as prescribed by the Superintendent.

The following procedures have been established for receiving, considering, and acting upon complaints regarding instructional materials.

A. Although no member of the District shall be denied the right to petition the School Board for redress of a concern, the complaints should be referred through the following channels before investigation or action by the School Board. If agreement is reached after any of the following steps, the complaint will be dropped. It shall not be required that use of the instructional materials be restricted until the final disposition has been made. Individuals may present a written request to be excused from using any of the instructional materials but such excuse shall not be mandatory.

B. In the interest of establishing communications with, and providing information for, the party who has a question or concern about materials utilized by the school(s), a complaint form must be obtained <u>from and returned to,</u> the building where the material is being utilized.

C. Upon request for a complaint form, the building principal immediately answers the concerns and/or questions scheduling an initial conference between the individual with the concern and the teacher utilizing the resource, thereby providing an opportunity for an explanation of how the material is being utilized in the program. If it is determined that the concerned party is seeking only his/her youngster's exclusion from specific instructional materials and desires alternative resources (Form A), the student may be excused from using those items challenged and will, when feasible, be assigned alternative materials of equal merit.

D. If, following the initial conference, the concerned party so chooses to pursue the formal complaint procedure, Form B is given to the complainant. The questions on Form B should be answered as completely as possible. The form must be signed and identified in such a way that a proper reply will be possible, and <u>returned to the principal from whom it was obtained.</u>

E. Upon receipt of the completed complaint form, the Principal will immediately schedule a formal teacher/principal/complainant conference at which the Principal will acknowledge receipt of the complaint and any further questions of the complainant will be answered. Due to the importance of resolving the concern at the building

level, this conference is essential. Failure to schedule and conduct such a conference will result in the discontinuance of the complaint procedure at this point and it will be initiated again only after the above conference has been held. The Superintendent shall be notified when complaints reach this point in the process.

F. At this time, if discussion of the complaint does not bring compromise or agreement on the matter, a building-level review committee will be asked to re-evaluate the material and judge its worth. In the deliberation of the challenged materials, the review committee shall consider the educational philosophy of the school district, the professional opinions of teachers and reputable bodies, the objectives of the teachers and media specialists in using the materials, and the objections of the complainant. The written findings of the building-level review committee shall be submitted to the complainant, the Executive Director of Curriculum and Instruction, and the Superintendent.

G. If still no mutual disposition of the matter can be reached, a district-level review committee shall be activated by the Executive Director of Curriculum and Instruction at the level where the complaint has occurred. This committee will re-evaluate the materials on the same basis listed in item "D". This committee should make every effort to arrive at a consensus opinion before directly involving the School Board. The findings and recommendations of this committee will be reported to the complainant and the Superintendent.

H. If, at this point, no agreement has been reached between the complainant and the schools, the Superintendent shall recommend action to the School Board for final disposition of the matter.

INSTRUCTIONAL MATERIALS REVIEW COMMITTEES

The task of the review committees shall be to re-evaluate instructional materials when a formal complaint has been filed. The ultimate objective shall be to submit findings to the office of the Executive Director of Curriculum and Instruction and Superintendent. All final decision-making power rests with the elected Board of Education, and all findings shall be viewed as recommendations from the Executive Director of Curriculum and Instruction and Superintendent.

Building-Level Review Committee: This committee will consist of a) a building principal where the complaint occurred, b) a media specialist at the appropriate level of education, and c) three teachers with expertise in that area of education.

District-Wide Review Committee: This committee will consist of 1) the Executive Director of Curriculum and Instruction at the level where the complaint occurred, b) a principal at the level where the complaint occurred but different from the one on the building-level committee, c) two teachers involved in this area but different from the ones on

the building-level committee, and d) two community members who show expertise or special training in the area involved.

Adopted: November 9, 1987

Revised: December, 1993

Revised: July 13, 1998

Revised: January 15, 2001

Form A - Attachment Adm. Reg. 15E.1

FREMONT PUBLIC SCHOOLS

PARENT REQUEST FOR STUDENT EXCLUSION FROM STUDY OF A SELECTED UNIT

Request Initiated by: _____

Address: _____

Telephone: _____

Identification of Unit: _____

_____

Nature of the Complaint: _____

_____

_____

Since you wish that your youngster be excused from the study of this unit, which of the following reflects your wishes:

_____ **That my youngster be excused from the entire unit and, if feasible, be given alternate materials.**

_____ **That my youngster have alternate assignments in lieu of the above units and then be placed back into the above instructional setting.**

_____ **Other:** _____

_____

_____

Signature of Complainant

Thank you for your cooperation in this matter!

Form B - Attachment Adm. Reg. 15E.1

FREMONT PUBLIC SCHOOLS

CITIZEN'S REQUEST FORM FOR RE-EVALUATION OF SCHOOL INSTRUCTIONAL MATERIALS

Initiated by:
_____
_____

Address: _____ **Telephone:** _____

Representing:

Self: _____ **Organization/Group:**
_____

Name

Name of School where Material is Located:
_____

Material Questioned:

Book: Author _____ **Title**
_____

Other Material: (Identify)
_____

_____
_____

**~~~

_____
_____

2. What do you believe is the main idea of this material?

_____
_____

_____
_____

3. To what do you object? Please cite specific scenes, passages, pages, etc.

_____
_____

_____
_____

4. What do you feel would result from usage of this material?

_____
_____

REQUESTS FOR RECONSIDERATION OF MEDIA MATERIALS

The following procedures have been established for receiving, considering, and acting upon complaints regarding media materials.

I. Requests for reconsideration should be referred through the following channels before investigation or action by the Board of Education. If agreement is reached during any of the following steps, the complaint will be dropped. The use of the challenged materials shall not be restricted until a final disposition has been made. Individuals may present a written request to be excused from using any of the challenged materials.

II. In the event that an individual or group objects to any school media materials, the following procedures should be followed:

A. School personnel receiving the objection will make no commitments, admissions, or judgments, but will refer the objection to the Building Principal.

B. The Principal listens courteously to the concern, but makes no judgments or commitments. The Principal invites the individual to fill out the **"Citizens Request Form for Reconsideration of School Media Center Materials".**

C. This form must be completed in writing and returned to that building principal. The form must be signed and identified in such a way that a proper reply will be possible. Upon receipt of a "**Request for Reconsideration of Materials"** form, the Executive Director of Curriculum and Instruction shall be informed of that request.

III. The Building Principal and media specialist will review the reconsideration request. The concerned individual is then invited to discuss the issues involved with them. If this discussion does not reach compromise or agreement on the matter, a sequence of Building Level Review Committee, followed by, if necessary, a District Level Review Committee will be asked to weigh the value of the material and form an opinion based on the material as a whole. Any committee members that are selected by the Executive Director of Curriculum and Instruction will be chosen in consultation with the professional media staff.

A. In the deliberation of challenged materials, the review committee shall consider the educational philosophy of the school district, the professional opinions of teachers and other competent authorities, reviews of the materials by reputable bodies, the objectives of the teachers and media specialists in using the materials, and the objections of the person who initiated the reconsi-

deration process. The written findings of the Building Level Review Committee shall be submitted to the person who initiated the request, the Executive Director of Curriculum and Instruction, and the Superintendent.

B. Building Level Committee:
   1. Building Principal where request occurred
   2. K-12 Media Director
   3. Media Specialist at level where request occurred - chosen by professional media staff
   4. Two teachers with expertise at the level where the request occurred, chosen by the Executive Director of Curriculum and Instruction.

IV. If still no mutual disposition on the matter can be reached, a district-level review committee shall be activated by the Executive Director of Curriculum and Instruction at the level where the request has occurred.

A. This committee will re-evaluate the material in question on the same basis listed in item III-A. This committee should make every effort to arrive at a consensus opinion before directly involving the Board of Education. The findings of this committee will be reported to the person initiating the request and the Superintendent of Schools.

B. District Level Committee:
   1. Executive Director of Curriculum and Instruction
   2. Principal selected by the Executive Director of Curriculum and Instruction at the level where request occurred, but different from the one on the Building Level Committee.
   3. K-12 Media Director
   4. Media Specialist chosen by the K-12 media staff
   5. Two teachers, different from those on the Building Level Committee, with expertise in this area, selected by the Executive Director of Curriculum and Instruction.
   6. Two community members with expertise or special training in the area involved, selected by the Superintendent through consultation with the Executive Director of Curriculum and Instruction and the professional media staff.

V. If, at this point, no agreement has been reached between the individual who initiated the **"Request for Reconsideration"** process and the schools, the Superintendent shall recommend action to the School Board for final disposition of the matter.

FREMONT PUBLIC SCHOOLS
Fremont, Nebraska

Rev. 7/98

Attachment 15E.1

FREMONT PUBLIC SCHOOLS

CITIZEN'S REQUEST FOR RECONSIDERATION OF SCHOOL MEDIA CENTER MATERIALS

Initiated by: _____

Address: _____ **Telephone:** _____

Representing: Self: _____ **Group:** _____

Name

Name of School where Material is Located: _____

Material Questioned:

Book: Author: _____

Title: _____

Copyright Date: _____

A/V Material: Kind of Media _____

(Film, Filmstrip, Video, etc.)

Title: _____

Other Material: Identify _____

~~~
~~~

4. What do you feel would result from usage of this material?

____

____

5. What review(s) of this material have you read?

____

____

6. For what other age group might this material be suitable?

____

____

7. What action do you recommend that the school take on this material?

____

____

Signature: ____ Date: _________________________

Please return this form to the principal of the school where the material is located.

~~~~~~

Received by:

____

Date: _____