

## Cottonwood Joint School District No. 242

### INSTRUCTION

2530

#### Learning Materials Review

Any parent/guardian of a District student, any student, any employee, or any District resident may formally challenge a specific learning material item used by the District's educational program.

Learning materials, for the purposes of this policy, are not limited to Board approved curriculum but shall also be considered to be any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

The major criterion for deciding whether to keep or remove a challenged resource is the appropriateness of the resource for its intended educational use. This may include:

1. The appropriateness of the material for the instructional objectives it is used to teach;
2. The appropriateness of the material's level of difficulty; and
3. The appropriateness of the material for the age group(s) with which it is used.

No library material shall be removed solely because of the ideas expressed therein.

#### Informal Process

Any individual identified above raises a complaint about a piece of learning material should first discuss the matter informally with the teacher, librarian, or other staff member who oversees its use. The patron should explain their objection to the material.

The staff member shall try to resolve the matter informally through such measures as:

1. Explaining the District's materials selection process, the criteria for selection and the qualifications of the professional staff who selected the questioned resource;
2. Explaining the intended educational purpose of the resource, its value as a resource, and any additional information regarding its use; and/or
3. Offering a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource in a manner that complies with Policy 2425 Parental Rights.

If the complainant wishes to make a formal challenge, the staff member may direct the complainant to this policy

#### Formal Process

An eligible party who wishes to make a formal objection should submit their complaint in writing to the Superintendent.

The Superintendent convene a learning materials review committee. Members of this committee may include such parties as:

1. Instructional staff who have experience using the challenged resource with students;
2. Other teachers and librarians;
3. Administrators
4. Parents/guardians or District students; and
5. Any other appropriate individuals selected by the Superintendent.

All members of the committee shall review the challenged resource. They shall also consider written or verbal comments submitted by parents/guardians of District students, District employees, and District residents on the material in question. Where appropriate, the committee may solicit advice or opinion from other District staff and/or relevant professional organizations or librarians, English teachers, or other appropriate professionals.

The committee shall vote on whether the challenged resource should be kept or removed in accordance with the principles set out in this policy or whether some other change should be made. The committee shall prepare a written report of its findings and provide copies to the Superintendent, the complainant, and to staff members who oversee use of the resource. The Superintendent shall review the committee's report.

If the material under consideration is part of the District's curriculum, and if the committee votes in favor of removing it from the curriculum, the Board shall review the report, and the Board shall determine whether the challenged resource should be kept or removed or whether some other change should be made.

If the material in question is a library resource or other material available to students and not part of the District's Board-approved curriculum, the Superintendent shall determine whether to keep or remove the material in question or if some other change should be made. The Superintendent's decision in this regard may be appealed to the Board.

If an appeal of the Superintendent's decision is made to the Board, the Board has the sole discretion in determining how to handle the complaint review, including but not limited to the Board's option of solely reviewing the committee's report and making a determination or seeking to speak with the parties involved in the complaint during a properly noticed meeting of the Board. The decision of the Board will be final.

Cross Reference: 2425      Parental Rights  
                          2500      Library Materials

Policy History:

Adopted on: April 18, 2016

Revised on: November 21, 2022