

## **INSTRUCTION**

### Reconsideration of Instructional Materials

Parents, guardians or custodians of students and citizens of the Kennewick School District have the right to request a review of instruction materials and library materials adopted or selected for use by the school district. The intent of this procedure is to provide a fair and orderly basis for considering criticisms, complaints or controversy regarding the use of these learning materials. The following procedures are established for all Kennewick School District instruction and library material for which a review is requested.

Materials being reconsidered may not be removed from use or deleted from the district's approved instructional materials until the process set forth in this procedure has been completed.

The following procedures must be followed in the order presented:

1. Parents, guardians or custodians of students and citizens of the Kennewick School District who desire to request a review of specific instructional library materials adopted or selected for use by the district are encouraged to discuss their concerns with the teacher, librarian or department head primarily responsible for the utilization of the material. If necessary, the principal shall also meet with the appellant to attempt to resolve the issue within the District policies and guidelines for alternate assignments, release time, etc., provided, however, that the teacher, librarian, department head and principal are not authorized to remove or delete previously adopted, or selected, learning materials.
2. If these efforts fail and the appellant requests withdrawal of instructional or library materials, the Request for Reconsideration of Instruction Materials form shall be furnished to the appellant by the principal, together with a copy of this procedure. Copies of these documents are also available in the district office.
3. The Request for Reconsideration of Instructional Materials form shall be completed by the appellant and submitted to the appropriate level director (elementary, middle and high school).
4. Upon receipt of a completed Request for Reconsideration of Instructional Materials form signed by an appellant, the level director shall establish an Instructional Materials Reconsideration Committee which shall convene within fifteen (15) working days of the receipt of the request. The committee shall consist of:
  - a. The level director who shall act as the Chairperson.
  - b. The Associate Superintendent for Curriculum and Instruction and/or his/her designee.
  - c. Three (3) teachers from within the district.
  - d. One (1) building administrator from the level at which the request for

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- e. reconsideration originated.
  - e. One (1) library media specialist from the level at which the request for reconsideration originated.
  - f. Three (3) parents of children currently attending school within the Kennewick School District.
  - g. Other qualified staff persons who represent appropriate disciplines within the district as appointed by the level director and/or Associate Superintendent for Curriculum and Instruction, provided that, for every two (2) additional staff persons added, an additional parent shall also be added.
  - h. The committee shall exist as a district standing committee with members serving three (3) year terms.
5. The Instructional Materials Reconsideration Committee shall meet in public hearing to reconsider the specific materials in light of the specific objections contained in the request as they relate to the educational program of the Kennewick School District. The committee shall provide opportunity for the appellant and a representative of the district to appear before it to register any additional information relative to the request. The committee may hear such other persons and receive such other information as it deems necessary. At the conclusion of such presentations, the committee may reconvene as necessary to review materials, deliberate and shall, within sixty (60) working days of the receipt of the request, submit a written recommendation to the Superintendent.
6. Within fifteen (15) working days after receipt of the recommendation of the Instructional Materials Reconsideration Committee, the Superintendent, after consideration of the recommendation and the materials presented to the committee, shall issue a final written decision, a copy of which shall be delivered to the appellant.
7. The appellant may appeal the decision of the Superintendent to the Board of Directors. Written notice of such an appeal shall be delivered to the Superintendent within five (5) working days after the date of the decision. If no notice of appeal is filed, the decision of the Superintendent shall be final and binding.
8. The Board of Directors shall hear any appeal in a public hearing within forty-five (45) days of the receipt of the notice of appeal and shall, after hearing such argument or presentation of information as it may desire, render a timely decision, which shall be final and binding.

The Associate Superintendent for Curriculum and Instruction and/or level director may, in the interest of conservation of the use of district personnel and resources, consolidate substantially similar requests for reconsideration of related instruction materials and, subject to appeal to the Board of Directors at its next regular meeting, decline to hear repeated or substantially similar requests presented within one (1) year.

Revised: September 27, 2006