

INSTRUCTION – REVIEW OF INSTRUCTIONAL MATERIAL  
AND ALTERNATIVE EDUCATION – ADMINISTRATIVE PROCEDURES

I. Review of Instructional Material

Occasional objections to resources will be made despite the care and procedures followed in their selection. To advise the Board of Education in its decision-making process regarding a challenged resource, a committee to re-evaluate resources is hereby established. This procedure applies to district employees and Board of Education members as well as the public.

Subd. 1. Membership: The committee shall be composed of 11 members appointed by the Board of Education by February 1 for two-year terms as follows. A quorum of 6 members will be required to conduct official meetings.

- A. One member of the Board of Education.
- B. One administrator – will serve as chairperson of the Challenged Resources Committee.
- C. Three elementary school teachers or three middle school teachers or three high school teachers according to the level/content area of the challenged resource. (If a resource is used at more than one level then a teacher from each of the levels should be on the committee.)
- E. Two high school students (1-10<sup>th</sup> grader and 1-11<sup>th</sup> grader).
- F. Four residents of the school district.
- G. One media professional. (The media person should be from the grade level(s) in relationship to the level of the resource challenged.)

Subd. 2. Term of Office: One member in categories A, E and two members in category F shall be appointed for terms ending in odd numbered years. One of the members in category E and two members in category F shall be appointed for terms ending in even numbered years. The member(s) in categories C and G shall be appointed to the committee in relationship to the level of the materials challenged as described in the parenthesis of each of the items. The administrator in category B will serve as Chairperson of the committee without term length restrictions. Prior to February 15 of each year, the committee will meet to elect a recording secretary and to review the procedure for processing Challenged Resource complaints.

Subd. 3. Responsibility: The committee will:

- A. Inform the complainant and committee member(s) involved of the time and place of the review meeting.
- B. Examine resources referred to it. The charge of the committee is only to deal with the specific complaint. The committee does not deal with review or selection of alternative resources.
- C. Examine general acceptance of the resources.

- D. Discuss the resources and the complainant's objections.
- E. By public vote, make a decision regarding the challenged resource.
- F. Submit a written report to the Board of Education reflecting the decision of the committee. Copies of this report shall also be sent to the complainant, superintendent, building principal and staff member(s) involved.

Subd. 4. Committee Member as Complainant: If a member of the committee is also the complainant, a temporary replacement will be appointed by the Board of Education. After completion of the review process, the member will return to the committee.

During the review process, the use of challenged resources shall not be restricted.

Subd. 5. Request for Review – Procedure: When a parent, guardian or adult student indicates a concern regarding the content of instructional materials, the person will be given an opportunity to request a review of the material by the district's review committee.

- A. Each request for review of material shall be directed to the building principal.
- B. The principal will:
  - 1. Treat each concerned person's request with confidentiality.
  - 2. Address the questions of the concerned person(s) during the initial contact.
  - 3. Provide the school district's policy and procedure.
  - 4. Inform the classroom instructor(s) and the affected department of the material in question. The challenged materials will remain as a resource pending action of the Re-evaluation Committee.
  - 5. Provide the person(s) with the Request for Review form and inform the person(s) of the procedure.
- C. The Board will be informed of a challenge at the time the challenge is received at the District Office.

Subd. 6. Complainant's responsibility:

- A. Complete Request for Review form.
  - 1. Provide all the information requested on the form.
  - 2. Provide a copy of the resource in question.
  - 3. Return the completed form and copy of the resource to the Director of Instructional Services in the District Office (759-3119).

## II. Alternative Instruction

When a parent, guardian or adult student requests alternative instruction, the request will be handled according to the following procedure:

- A. Upon receipt of a statement of concern, school personnel may prepare one alternative for instruction in place of the material in question.

- B. If the suggested alternative is not acceptable to a parent, guardian or adult student, the parent, guardian or adult student may provide the alternative instruction.
- C. The Board of Education is not required to pay for the costs of the alternative instruction provided by the parent, guardian or adult student.
- D. Academic or other penalty may not be applied merely for arranging alternative instruction.
- E. School personnel may evaluate and access the quality of a student's work.
- F. The review of material or form of alternative instruction shall not interfere with the rights of others to receive the usual program of instruction.
- G. A student engaged in alternative instruction is not relieved from meeting state and district level learner outcomes.

BEMIDJI AREA SCHOOLS  
BEMIDJI, MINNESOTA

REQUEST FOR REVIEW OF RESOURCES

Initiated by \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Representing: Self \_\_\_\_\_ Name of Organization or Group \_\_\_\_\_

Resource Questioned:

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright Date \_\_\_\_\_

Type of Resource \_\_\_\_\_

District Location: Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_

Please respond to the following questions. If sufficient space is not provided, please use the back side of this page.

1. What brought this resource to your attention:
2. Have you seen, read or listened to this resource in its entirety:
3. What is your concern about this material? Please be specific – cite passages, pages, etc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date