

MENOMINEE INDIAN SCHOOL DISTRICT

871 Rule

RECONSIDERATION OF MATERIAL

Procedure Steps

- o The complainant shall meet informally with the teacher or media specialist responsible for the resources being questioned to review the concerns. The staff member may share information such as the educational purpose for the selection, the qualifications of the person(s) selecting the resources, the criteria used for selection, etc. The staff member shall also explain the options available to the complainant. The purpose of the meeting is to develop a satisfactory solution to the issue. (See Exhibit #1)

- o If discussion of the matter informally with the teacher produces no resolution to the problem, the complainant may bring the concern to the building principal and media specialist. The principal and the media specialist will meet with the complainant to discuss the matter. They may share information such as the educational purpose for the selection, the qualifications of the person(s) selecting the resource, the criteria used for selection, etc. The principal shall also explain the options available to the complainant. The purpose of the meeting is to develop a satisfactory solution to the issue.

- o If discussion of the matter informally with the principal and the media specialist produces no resolution to the problem, the complainant may request a Reconsideration of Educational Resources Form (Exhibit #2) from the media specialist or the building principal.

- o The principal will inform the teacher of this meeting and its outcome. The media specialist will notify the principal of any request for the Reconsideration of Educational Resources form and maintain a log of objections and their resolutions.

- o Resources in question will remain in use pending resolution of the objection.

- o The media specialist will receive the Reconsideration of Educational Resources Form and keep a log of any forms filed. The media specialist will inform the District Administrator, the building principal and media specialist or teacher of the filed form. The media specialist will assemble a Review Committee to review the resource in accordance with the procedures as outlined in the Review committee Guidelines (Exhibit #3). A written report will be returned to the complainant, the District Administrator, the building principal, and the teacher or media specialist of the Review Committee's decision.
- o The Review Committee shall consist of three faculty members, one of whom is a media specialist, two administrators, one student, and four Board approved parents and/or community members. One administrator shall serve as facilitator of this committee but shall have no vote in the matter.
- o If the Review Committee's decision does not bring resolution to the matter, the complainant may make a written appeal, within two (2) weeks to the School board through the School District Administrator. The Board of Education may agree to consider the issue in public hearings or deny a hearing. A response from the School Board will acknowledge the written appeal within four (4) weeks of receipt.
- o To ensure accurate press coverage, the non-voting administrator serving on the committee will provide information from the school district perspective.
- o After a final decision, the resources in questions shall not be reconsidered within the school district for one (1) calendar year.

APPROVED: August 2008