

## MENOMINEE INDIAN SCHOOL DISTRICT

871 Exhibit (3)

### REVIEW COMMITTEE GUIDELINES

The charge of the Review Committee is to judge the merits of the request for reconsideration, the educational suitability of the materials, and to make a recommendation to the District Administrator.

The following procedure is to be used to bring requests for reconsideration before the Review Committee.

The first meeting of the Review Committee, which will be publicly noticed, will be an organizational meeting where the following information will be shared: copy of the complainant's *Reconsideration of Educational Resources*, copy of the challenged resource, and whenever possible, copies of professional reviews of the resource and recommended lists which include the resource.

At the second and subsequent meetings, which will be publicly noticed, the committee is responsible for the following:

- to review the complainant's *Reconsideration of Educational Resources*;
- to give the complainant an opportunity to talk about and expand upon the *Reconsideration of Educational Resources*;
- to give the building principal and teacher/media specialist responsible for the use of the resource an opportunity to present the criteria used for the selection and educational use of the resource and to review the attempts that have been made to resolve the complainant's concern;
- to review and discuss the resource, after reading the resource in its entirety;
- to invite, if necessary, individual persons with special knowledge/expertise to provide information to the committee;
- to keep the complainant informed concerning the status of the request throughout the Review Committee's reconsideration process;
- guided by the School Board Resource Selection Policy, to complete the Review Committee Guide (Exhibit #4)

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- to present written findings of the Review Committee to the complainant and the District Administrator, School Principal and teacher or media specialist.

APPROVED: August 2008