 <p>SEATTLE PUBLIC SCHOOLS</p>	INSTRUCTIONAL MATERIALS COMPLAINTS	C32.01 Revised August 1999 Page 1 of 3
---	--	---

## **BOARD-ADOPTED PROCEDURE**


### Introduction

The process of adoption and selection of instructional materials is a careful procedure, but it is possible that objections will be raised to materials selected. An orderly process to review objections is appropriate. Instructional materials include adopted and/or selected textbooks, software, supplemental materials, and library materials in any medium.

### Procedures

The following procedures are established for any instructional materials whose continued inclusion in a school requires reconsideration. Any resident of the school district, or any parent or guardian of a child currently enrolled in the school district, may challenge the inclusion of any instructional materials. Challenges must initially be made to the school where the material in question is located. These procedures must be followed in the order presented below. No materials shall be removed from use within a building until this procedure has been completed, unless directed otherwise by the Superintendent.

1. The principal and the staff member primarily responsible for the material (either a teacher or the librarian) will meet with the complainant in an attempt to resolve the difference of opinion.
2. If this effort fails, any party directly involved at step # 1 may request that the administrator in charge of Curriculum and Instruction, or a designated administrator, meet with those directly involved and attempt to resolve the issue.
3. Only after steps #1 and #2 above have been taken and the issue still is not resolved satisfactorily, then the principal shall furnish the party not in agreement with the decision at step #2 a copy of the "Request for Reconsideration of Instructional Materials" form. This form shall be completed and given to the administrator in charge of Curriculum and Instruction, or a designated administrator.

	<p>INSTRUCTIONAL MATERIALS COMPLAINTS</p>	<p>C32.01 Revised August 1999 Page 2 of 3</p>
---	---	---

4. Upon receipt of a "Request for Reconsideration" form, the designated administrator shall convene a Reconsideration Committee for the purpose of reconsidering the material in question. The District may combine challenges to the same or similar material for purposes of central office review. The committee shall include the following persons who are representative of the challenged level of the instructional materials:

- 1 parent of a child at the grade level of the materials discussed, but not from the school involved
- 1 member of the Curriculum and Instruction Department
- 1 elementary or secondary principal, but not from the school involved
- 2 elementary or secondary teachers (if the material is classroom material) or librarians (if the material is library material), but not from the school involved


The designated administrator from Curriculum and Instruction is the chair of the Reconsideration Committee.

5. The Reconsideration Committee shall have the option, but shall not be required, to gather additional information by listening to presentations from each side, reading reviews, reading the items in question, or hearing from professionally qualified resource persons.

6. The Reconsideration Committee will reach a decision, and the chair will communicate that decision in writing to the complainant and the principal(s) of the affected school(s).

7. The Reconsideration Committee's decision may be appealed to the Superintendent in writing by either the complainant or the principal of the affected school within ten working days. Upon appeal, the Superintendent will review the decision of the Reconsideration Committee and issue his or her own written decision.

8. The decision of the Superintendent will be final for challenges involving supplementary materials and library materials. Any decision involving basic instructional materials may be appealed by the complainant or the principal in writing to the School Board within ten working days.

 <p>SEATTLE PUBLIC SCHOOLS</p>	INSTRUCTIONAL MATERIALS COMPLAINTS	C32.01 Revised August 1999 Page 3 of 3
---	--	---

9. The School Board shall hear an appeal involving basic instructional materials in open session. They shall review the complaint, the decisions previously made, and other written materials as appropriate. They may, but shall not be required to, hear from witnesses or take testimony. The School Board's decision on basic instructional materials appeals is final.
10. Any final decision affects only the material in the school or schools that are the subject of the complaint or complaints being heard, unless otherwise determined by the Superintendent or, in the case of basic instructional materials, by the School Board.