

## **PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL OR LIBRARY MATERIALS**

The Board of Education of the district reserves to itself the final responsibility for all instructional and library materials used and curricula taught in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

The School District of Jefferson shall not discriminate in the selection and evaluation of instructional and library materials or media on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

The Board recognizes that district residents have a right to express concern about the educational programs of their schools. In the event that a school district resident has a concern about instructional or library materials, said concern shall be communicated to the appropriate instructor or librarian in the building involved and that staff member will respond to the concern. Said response shall be based upon the instructional goals of the district, upon course objectives, and upon the criteria for selection of instructional and library materials. If parents or guardians object to particular instructional materials used for their children, staff members will consider the merits of alternative curricular material that may address the instructional goal(s) of the course in question. If satisfactory material is found, it can be provided in lieu of the original course material.

If the matter is not fully resolved through the provision of alternative materials, the individual shall have the option of taking the concern to the building principal. Having heard the concern, the building principal shall then meet with appropriate staff to gather needed background information. After fully understanding the situation and determining the building's position with staff, the principal shall contact the individual raising the concern(s). If not resolved at that juncture, the complainant shall ask the building principal for a Reconsideration Request Form.

In the event that said form is returned within ten (10) working days, the building principal shall convene a Reconsideration Committee within a reasonable period of time. In the meantime, the challenged material shall not be removed from normal use. After the Committee has made its written recommendation, the building principal shall communicate that position to the complainant.

If any disputes remain, the concerned party shall take the matter to the Superintendent of Schools within ten (10) working days. The Superintendent will then review the situation with the building principal and determine whether the matter can be resolved without forwarding to the appropriate committee of the Board of Education.

ADOPTED: July 27, 1987 (Under Policy IIA – Public Complaints about Instructional Materials)

REVISED: December 17, 1990 (Under Policy IIA)  
November 28, 2005 (Under Policy KLB)  
December 18, 2013 (Under Policy KLB)

SCHOOL DISTRICT OF JEFFERSON  
BOARD OF EDUCATION POLICY

Reference Code: KLB

LEGAL REF.: Wisconsin Statutes: 118.13  
121.02(1)(h)

Wisconsin Administrative Code: PI 8.01(2)(h)  
PI 9.03(1)

CROSS REF.: KLB-R, Procedures for Handling Complaints about Instructional or Library Materials  
KLB-E, Request for Reconsideration of Instructional Materials  
KLA, School District of Jefferson Complaint Policy  
AD, Educational Philosophy  
AE, Educational Goals and Objectives  
IIA, Selection of Instructional Materials  
JB-R, Discrimination Complaint Procedures

REVIEW DATE: December 18, 2013

## **PROCEDURES FOR HANDLING COMPLAINTS ABOUT INSTRUCTIONAL OR LIBRARY MATERIALS**

1. If an oral explanation is insufficient and does not satisfy a complainant, a written complaint must be filed. This complaint shall include, at a minimum:
  - a. The title of the book (or other material)
  - b. The author/editor/producer, etc.
  - c. The reasons for the complaint
  - d. The passages (with page numbers, if applicable) which the person feels are objectionable
  - e. The course of action that the person feels should be taken regarding the complaint
  
2. The written complaint shall be reviewed by the Reconsideration Committee, convened by the building principal. Using the Reconsideration Committee Recommendation Form, said committee shall submit its written recommendation to the building principal. If any disputes remain, the concerned party shall take the matter to the Superintendent of Schools within ten (10) working days. The Superintendent will then review the situation with the building principal and determine whether the matter can be resolved without forwarding to the appropriate committee of the Board of Education. If it cannot be resolved, the Superintendent will decide the matter. If the complainant is still not satisfied with the decision, he/she can access Policy KLA – School District of Jefferson Complaint Policy for the appropriate next step(s).

**11/28/05**

# REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Request initiated by \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Type of material challenged (e.g. Book, magazine, audio, video) \_\_\_\_\_

Author/Editor/Producer \_\_\_\_\_

Title \_\_\_\_\_

CHECK ONE: Complainant represents: \_\_\_\_\_ him/herself  
\_\_\_\_\_ organization (name) \_\_\_\_\_  
\_\_\_\_\_ other group (name) \_\_\_\_\_

The following questions are to be answered after the complainant has read, viewed, or listened to the instructional material in its entirety. If sufficient space is not provided here, attach additional sheets. Please sign your name to each additional sheet.

1. To what aspects of the book/material do you object? (Please specify, cite pages or sections) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel would be the result of reading, viewing, or listening to this material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. For what age group would you feel the book/material in question could be more appropriate? \_\_\_\_\_  
\_\_\_\_\_
4. What redeeming value do you find in this book/material? \_\_\_\_\_  
\_\_\_\_\_
5. Did you read/view the entire book/material? \_\_\_\_\_ If not, what aspects of the material in question have you personally reviewed? \_\_\_\_\_
6. In what ways has your judgment of this book/material been informed by professional reviews or literary critics? \_\_\_\_\_
7. What would you like the school to do about this book/material? \_\_\_\_\_  
\_\_\_\_\_
8. What alternative material do you feel might adequately meet the original goals of learning activity or opportunity involved in this case? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Complainant

**\*\*PLEASE RETURN COMPLETED FORM TO THE BUILDING PRINCIPAL\*\***

**12/18/13**