

LEARNING/INSTRUCTIONProcedures in Making School Contacts to be Used by Parents or Interested Citizens in Questioning the Suitability of Learning Materials

Educators must be free to select, recommend and assign those learning materials which are significant to students and appropriate to their maturity. Committees of teachers evaluate and select learning materials in their subject fields.

When a school receives a complaint regarding learning materials, this procedure should be followed to insure a fair and speedy resolution.

The parent or interested citizen will inform the school principal of the concern. The principal should arrange a conference between the complainant and appropriate school personnel. The complainant must follow the procedures outlined below.

1. Notification will be given the school concerning the nature of the proposed conference, citing the teaching learning materials under question and listing the names of the parents or other visitors who wish to attend.
2. The appointment will be confirmed by the teacher. The teacher may choose to have the principal and other representatives present at the conference.
3. (a) If, after the conference, a parent still questions the use of learning materials for the son or daughter, the school will excuse the student from using these learning materials and will provide substitutes for which the student may receive full credit.

(b) If, after the conference, the complainant still questions the use of the learning materials, the complainant may elect to file a Request for Reconsideration of a Work and the procedure would then follow Step 5 through Step 8.
4. In cases where questions have not been resolved in a conference, parents may request a visit to the classroom to view the learning materials in use. Such visits will be restricted to parents whose children are in the classes where the learning materials are being used. Arrangements with the teacher and the principal must be made at least three school days in advance for such visits. In order to insure that instruction will be minimally disturbed, the number of visitors that may visit a classroom during a period may be restricted.

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5. If no solution is reached in the conference or classroom visitation, the principal will request that the complainant fill out the form, Request for Reconsideration of a Work. When the form is filled out, it is sent to the chairperson of the Students' Right to Learn Committee via the Curriculum Department.
6. The chairperson of the Students' Right to Learn Committee will arrange for a hearing of the complaint as soon as possible. In advance of the hearing on the complaint, the chairperson will arrange for the committee to review the pertinent learning materials. The chairperson will send out learning materials to read, provide screening of films, and whatever may be necessary for the committee's knowledge prior to the hearing.

The chairperson will invite to the hearing the complainant, the committee and such other persons as deemed necessary.

7. The committee, after its hearing, will recommend to the Director of Curriculum appropriate action.
8. The Director of Curriculum will notify the complainant and others involved, in writing within 15 school days after the hearing, of actions taken or contemplated.

Requests for Public Viewing

If a group wishes to have a viewing of a work or works, a written request should be made to the appropriate Operations' Superintendent. The written request should include titles of the learning materials to be viewed, specific questions about the learning materials, the number of viewers and, whenever possible, the names and addresses of individuals as well as organizations who will attend the viewing.

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The time and place for the viewing will be set by the appropriate Operations' Superintendent who will notify all those listed in the request by letter of the time and place of the viewing. Every effort will be made to arrange for the viewing at a time and place convenient to those making the request. Viewings will be scheduled in local schools or at the Educational Service Center, 807 NE Broadway. Appropriate personnel will present the learning materials, explain the context in which they were used and answer questions from the audience related to this matter. Such meetings will be devoted entirely to the discussion of the controversial learning materials for which citizens have requested a reconsideration in writing.

Regulation

adopted: 5/21/71

By Deputy Superintendent
Minneapolis, Minnesota

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2/23/76
8/13/85