

CHALLENGES TO CURRICULUM, INSTRUCTIONAL MATERIALS AND ACTIVITIES

- 1.0 **Scope.** Challenges submitted by parents/guardians/patrons/District personnel/students to the use of materials, methods, curriculum, instructional activities and/or presentations shall be resolved according to this policy.
- 2.0 **Challenge Standing Committee.** At its first meeting of each year, Policy Council shall select individuals who shall serve on the Policy Council Challenge Standing Committee.
 - 2.1 Committee members shall include one elementary and one secondary administrator; one elementary and one secondary teacher; one student; one classified employee; one parent; and the Chairperson of the District Policy Council.
 - 2.2 Committee members shall be appointed for one year.
 - 2.3 The committee shall be chaired by the Superintendent's designee.
- 3.0 **Materials, methods, curriculum, instructional activities and/or presentations used at only one school (other than library materials, covered in 5.0, below).**
 - 3.1 The parent/guardian/patron/District employee/student with a concern shall meet with the individual(s) responsible for the selection of the materials, methods, curriculum, instructional activities, and/or presentation. If this individual is someone other than the classroom teacher, an administrator will facilitate this meeting.
 - 3.2 If the complaint is not resolved during this initial meeting, the administrator shall hold a conference with the complainant. At such conference, the focus of the discussion shall be the specific materials, methods, curriculum, instructional activities, and/or presentations to which the complainant objects, and the reasons for such objection. Administrators shall maintain a written record of this meeting and any ensuing meetings.
 - 3.3 If the complainant is dissatisfied with the results of the conference(s), the administrator shall provide the complainant a copy of this District policy. The challenge process shall only be initiated by completion of challenge form 1500.1 or 1500.2. The Chief Academic Officer shall review the challenge and gather information from the school responding to concerns raised in the challenge and shall issue a written decision regarding the challenge within 90 days following receipt. If the complainant wishes to appeal the Chief Academic Officer's decision, the appeal shall be presented to the Board of Education pursuant to the timeline and procedure in Section 6.0.
- 4.0 **Materials, methods, curriculum, instructional activities and/or presentations used at more than one school (other than library materials, covered in 5.0).**
 - 4.1 Within ten (10) school days of receiving the completed challenge form 1500.1 or 1500.2, the administrator shall forward it to the chairperson of the District Policy Council. The chairperson shall send copies of the challenge to the Superintendent, Assistant Superintendent Learning Services, General Counsel, the members of Policy Council Challenge Standing Committee, and the staff member(s) involved. One (1) copy of the challenge shall be kept in the school file.
 - 4.2 The Superintendent's designee shall provide all available, pertinent materials to the Challenge Standing Committee.
 - 4.3 The Superintendent's designee shall formulate and present a draft charge to the Challenge Standing Committee for review and final form and content. Such charge shall serve as parameters for decision making by the Challenge Standing Committee.

- 4.4 A hearing shall be conducted at which the staff member(s), the administrator, and the complainant shall be given the opportunity to offer information and opinions, utilizing supporting evidence, related to the charge to the Challenge Standing Committee. The hearing shall be conducted in accordance with procedures set forth in 1500.3.
- 4.5 The challenge shall be handled as expeditiously as possible. Within ninety (90) school days from receiving the completed and signed challenge form 1500.1 or 1500.2, the written recommendation of the Challenge Standing Committee shall be forwarded to the District Policy Council for consideration.
- 4.6 Copies of the recommendation of the District Policy Council shall be forwarded to the Superintendent and all parties in interest.
- 4.7 The Superintendent shall review the recommendation of the District Policy Council and render a decision. The Superintendent may approve, modify or reject such recommendation. In the event the Superintendent rejects the recommendation, the matter shall be referred to the District Policy Council for further study. The Superintendent's decision shall be in writing and shall be sent to all parties in interest.

5.0 **School library materials.**

- 5.1 If a book or other school library material is challenged and the challenge cannot be resolved by the principal, the principal shall collaborate with and notify the Director of Instructional Technology and Library Services of the challenge. The Director of Instructional Technology and Library Services shall be responsible for obtaining appropriate professional reviews, accepted by national library associations, of the challenged materials. The Director of Instructional Technology and Library Services shall submit a summary of such materials to the Chief Academic Officer. If the Chief Academic Officer concludes that information from these reviews and collaboration with other media professionals support, on balance, continued inclusion of the materials in the school library, the challenge to library materials will be considered to be resolved and the book will continue to be included in the school library.
- 5.2 The appropriateness of library books will be determined without a hearing. In the event of an appeal, an abbreviated hearing shall be conducted by a panel selected and chaired by the Superintendent's designee. The panel shall make a recommendation to the Superintendent. The Superintendent shall render a decision. Any appeal from the decision of the Superintendent shall be submitted to the Board of Education as provided in Section 6.0.

6.0 **Appeals.**

- 6.1 In the event that the complainant wishes to appeal to the Board of Education, the complainant shall file a written request for appeal with the Chief Academic Officer within one (1) calendar month from the date of the Chief Academic Officer's decision.
- 6.2 To reach a determination as to the merits of such appeal, the Board shall review the written record compiled up to that point, but shall receive no additional evidence.
- 6.3 If the same material is challenged at a future date, a copy of the final written recommendation of the Challenge Standing Committee, the Chief Academic Officer's decision, and any Board of Education action in the previous challenge shall be sent to the complainant with an explanation that the issues raised have been resolved by a previous challenge. If the complainant believes his/her challenge is different from the previous one, or, that significant new evidence exists, the complainant may appeal this decision to

the Chief Academic Officer within one (1) calendar month of the decision. If the complainant is not satisfied with the Chief Academic Officer's decision, the complainant may appeal to the Board of Education within one (1) calendar month of the decision.

7.0 Any party may be represented by counsel at any step of the procedure.

8.0 This Policy is in addition to all other policies/procedures of the District.

CROSS REFERENCE:

Code: 6220

Adams 12 Five Star Schools

Most Current Adoption: May 8, 2014

Public Challenges
HEARING PROCEDURES (OTHER THAN LIBRARY MATERIALS)

1. The Challenge Standing Committee receives direction from the Hearing Officer.
2. The staff and administration will have 30 minutes to present its rationale for approval of the challenged material.
3. The challenger(s) will have 30 minutes to present their objections to the material.
4. The subcommittee and the hearing officer will have 30 minutes to ask clarifying questions of the staff and challenger(s). The staff cannot question the challenger(s) nor can the challenger(s) question the staff.
5. The challenger(s) will have 5 minutes for closing arguments.
6. The staff will have 5 minutes for closing arguments.
7. The subcommittee deliberations will take place.

(Print or type in black ink.)
Adams 12 Five Star Schools
REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Type of material _____ Date _____

Author (if applicable) _____

Title _____

Publisher or Producer _____

Name of Requestor _____

Telephone _____ Address _____

City _____ Zip _____

Requestor represents (check one)

_____ (Himself)

_____ (Organization name)

_____ (Other group)

1. To what in the material do you object? Why? (Please be specific; cite pages or location.)

2. For what age groups would you recommend this material?

3. What has been the result or what do you feel might be the result of exposing students to this material?

4. Did you read/view/hear the entire material? _____ Yes _____ No
If no, specifically which parts did you read, view or hear?

5. What do you believe is the theme of this material?

6. What critiques of this material have you read?

7. What should be done about this material?

- _____ Do not assign it to my child.
- _____ Have it re-evaluated by the professional staff responsible for materials selection
- _____ Other

8. In its place, what material would you recommend that would convey a valuable picture and perspective of the subject?

Signature of Complainant

Adapted from: "Citizen's Request for Reconsideration of a Book," National Council of Teachers of English.

Date _____

(Print or type in black ink.)

**School District No. 12, Adams County
CHALLENGE OR OBJECTION
TO METHODS, CURRICULUM, ACTIVITIES OR PRESENTATIONS**
(Please attach additional pages as needed.)

1. Name _____
2. Address _____ Zip _____
3. Telephone _____
4. Class, subject, or activity _____
5. Teacher(s) involved _____
6. School _____
7. What are the specifics of your challenge and/or objection? (List all specific objections and/or challenges.)

8. Give specific examples related to your objection and/or challenge.

9. When and how did this situation come to your attention?

Date _____

10. How do you perceive this situation impacting students?

11. What are the positive aspects of this situation?

12. Are you aware of any research and/or professional review of this curriculum, method, or activity?
(Please list specific references with your comments.)

13. What specific action are you requesting?

14. Please list any other information that will help in understanding and/or resolving this situation.

Signature