

PANORAMA COMMUNITY SCHOOL DISTRICT
PROCEDURES FOR THE RE-EVALUATION OF MATERIALS
AND OTHER INSTRUCTIONAL RESOURCES

The following procedures shall be adhered to when there is a complaint from a citizen(s) regarding the use of instructional materials or resources:

Definitions:

A **complaint** is defined as a verbal or written statement by a citizen questioning the use of certain materials or instructional resources.

A **resource** is defined as any item or person that a classroom teacher or media professional would use in a school sponsored program and includes the following: print and non-print materials, guest speakers, produced plays, etc.

Procedure:

1. Complaints should be directed to the building principal. The principal shall discuss the matter with the complainant. If a re-evaluation is requested, the complainant shall be directed to fill out and return a Citizen's Request Form for Re-evaluation of Resources.
2. Upon receipt of the completed form, the building principal will forward copies to the chairperson of the Committee for Re-evaluation of Resources, the Superintendent, the professional media person or teacher involved and the Board of Education.
3. When a complaint is filed specifically against a library book it shall be removed from circulation until the complaint is resolved. Other resources may be temporarily removed only when approved by the Superintendent.
4. The chairperson of the Committee for Re-evaluation of Resources shall:
 - a. Notify committee members of the complaint and set up a meeting schedule.
 - b. Discuss the completed Citizen Complaint Form with the professional media person or teacher involved.
 - c. Obtain published reviews of the resources being challenged.
5. The Committee to Re-evaluate Resources will:
 - a. Examine the resources.
 - b. Check general acceptance of the resources through reviews.
 - c. Weigh values and faults against each other and form opinions based on the resource as whole.
 - d. Meet to discuss the resource and to prepare a report. The complainant and media person or teacher involved shall be invited to the meeting by the chairperson of the committee.
 - e. Send copies of the report to the complainant, the building principal, the Superintendent and the professional media person or teacher involved. This report will reflect the decision of the committee.
6. The Superintendent will make a recommendation to the Board of Education giving consideration to the committee decision.
7. Appeal: The Board of Education will conduct a hearing if an appeal is requested by the complainant. Following the hearing, the Board of Education will arrive at a decision regarding the complaint.
8. The composition of the Committee to Re-Evaluate Resources shall be as follows:

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AND OTHER INSTRUCTIONAL RESOURCES (Cont.)

Membership: When needed, the following committee will be established.

1. One member from the Board of Education or someone appointed by the members to act as their representative.
2. One building principal appointed by the Panorama Administrative team.
3. One elementary teacher appointed by the Panorama Education Association.
4. One secondary teacher appointed by the Panorama Education Association.
5. One professional media person appointed by the Superintendent.
6. One student from the high school appointed by the high school student council.
7. The committee shall also appoint two additional residents of the school district to be members.
8. A temporary replacement shall be appointed by the original appointing authority for any member involved with a complaint. After completion of task listed under "5, 3," the member will return as a participating member of the committee.

Selection of Officers:

The original six members shall select a chairperson and a recording secretary.

Length of Term:

The committee shall be established annually during the month of September.

Members of the committee shall be appointed for two years with the exception of those members appointed by the committee (#7). Their term shall be for one year.

Individuals for positions preceded by numbers 2, 3, and 5 shall be appointed in odd-numbered years.

Individuals for positions preceded by numbers 2, 4, and 6 shall be appointed in even numbered years.

Legal Reference: (Code of Iowa)

Cross Reference:

Approved: 9-17-90

Reviewed: 1999, 2002, 2007, 2011

Revised: _____