



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

871-Rule

Procedures for the Reconsideration of Instructional Materials

A. INFORMAL PROCESS FOR CONCERNS AND COMPLAINTS

1. A parent/guardian with a concern or complaint regarding instructional materials is encouraged to schedule an informal conference with the teacher to discuss their concerns.
2. If an informal conference with the teacher regarding a concern or complaint fails to reach the outcome requested by the parent/guardian, an informal conference will be arranged with the teacher and the principal.
3. If an informal conference with the teacher and principal doesn't reach the outcome requested by the parent/guardian, the parent/guardian may initiate the formal complaint process.

B. FORMAL COMPLAINT PROCESS

Note: Even after initiating the formal complaint process, parents/guardians are encouraged to seek informal resolution of their concerns. A parent/guardian whose concerns are resolved may withdraw a formal complaint at any time.

1. The parent/guardian shall be required to submit a "Request for Reconsideration of Instructional Materials" (Policy #871 – Exhibit) in its entirety to the principal.
2. Upon receipt of the "Request for Reconsideration of Instructional Materials" the principal shall notify the district administrator, teacher, library media specialist and the parent/guardian that there will be a review of the challenged material. The review shall take place within 15 working days of the receipt of the "Request for Reconsideration of Instructional Materials."
3. After review of the material, the district administrator shall present a written recommendation regarding the challenged material (within 5 working days of the review of the material) to the parent/guardian.
4. The challenged material shall be retained or withdrawn as mandated by the decision of the district administrator.
5. The decision may be appealed by filing a written, signed and dated letter (within 5 working days of the district administrator's decision) to the Board of Education President or Clerk. The Board of Education has the final authority for the district.

APPROVED: January 22, 2004

REVISED: April 20, 2017

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