



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. The complainant is encouraged to review the material in its entirety.
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.

The material being reviewed will remain in use until the completion of the review and decision by the district administrator, and during any appeal process until it is complete.

1. The parent/guardian shall be required to submit a "Request for Reconsideration of Instructional Materials" (Policy #871 – Exhibit) to the principal. This request will become a public record.
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.
3. A committee selected by the district administrator shall be formed of an administrator, an LMC specialist, a teacher, a parent, a student, and a community member. The review of the material in its entirety by the committee shall take place within 15 working days of the receipt of the "Request for Reconsideration of Instructional Materials." The committee will evaluate the material based on Policy 361 Rule Selection Guidelines and prepare a recommendation for the district administrator.
4. After review of the material in its entirety and the recommendation from the committee, the district administrator shall present a written recommendation to the parent/guardian regarding the challenged material within 5 working days of the recommendation from the committee.
5. The challenged material shall be retained or withdrawn as mandated by the decision of the district administrator.

6. 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. The Board will make a decision within 45 calendar days of receiving the letter.
7. Successive challenges of the same material may not occur by the original party nor another party until 5 years have passed.

CROSS REFERENCE: Policy 361 Rule Selection Guidelines
Policy 871 Exhibit Request for Reconsideration of Instructional Materials

APPROVED: January 22, 2004

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