


INDEPENDENT SCHOOL DISTRICT 271  
Bloomington, Minnesota

**REQUEST FOR SCHOOL BOARD ACTION**

DATE OF BOARD MEETING: February 27, 2017

SUBJECT: Revised Policy 606.1, Procedure for Handling Questioned Materials

ORIGINATING DEPARTMENT: Academic Services


APPROVAL OF ADMINISTRATIVE CABINET MEMBER: Eric Melby   
Assistant Superintendent

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**RESOLUTION FOR BOARD TO ADOPT:**

RESOLVED, that the School Board of Independent School District 271 approves revised Policy 606.1, Procedure for Handling Questioned Materials.

**RECOMMENDATION OF SUPERINTENDENT:**

Approve. 

**BACKGROUND:**

The purpose of Policy 606.1 is to provide direction in handling questioned materials issues.

This policy is not mandatory according to the Minnesota School Boards Association (MSBA).

On February 9, 2017, the School Board Policy Committee reviewed draft revisions to Policy 606.1, prepared and presented by Administration. The committee discussed the draft revisions. The committee made no additional edits to the Policy.

The accompanying revised Regulation was reviewed and is presented for information.

District Legal Counsel reviewed.

Adopted: August 28, 1984  
Revised: July 17, 1990  
January 25, 1999  
February 27, 2017 [Routine Review]  
Contact Person: Assistant Superintendent or Designee

## **POLICY 606.1      PROCEDURE FOR HANDLING QUESTIONED MATERIALS**

### **I.    PURPOSE:**

To provide direction in handling questioned materials issues.

### **II.   GENERAL STATEMENT OF POLICY**

The Bloomington Public School System believes in the principles of intellectual freedom, as stated in its Instructional Materials Selection Policy 606. Any resident, employee, or parent in the District may express concerns about materials in the District's educational program. Whenever a concern is expressed, the District will respond with a defined procedure.

### **III.   PROCEDURE**

The defined procedures for responding to concerns expressed should, if possible, provide for resolution at the building level, second at the District level, and third at the School Board level. The standing District committee is provided in the event that resolution to the concern is not met at the building level.

### **IV.   RESPONSIBILITIES OF SCHOOL BOARD AND STAFF**

- A.      The School Board is responsible for the general operation of the District.
- B.      Through Policy 606, the School Board delegates authority for the selection of resources to the professional staff employed by the District.
- C.      The inclusion of materials does not imply endorsement by the District.
- D.      Policy and Regulation for Procedures for Handling Questioned Materials will be used when concerns or questions are raised about District selected instructional materials.

Board Review: August 18, 1984  
July 17, 1990  
January 25, 1999  
February 27, 2017 [Routine Review]  
Contact Person: Assistant Superintendent or Designee

## **REGULATION 606.1 PROCEDURE FOR HANDLING QUESTIONED MATERIALS**

### **I. PROCEDURE FOR HANDLING QUESTIONED MATERIALS**

#### **A. Statement of Policy**

The Bloomington Public School System believes in the principles of intellectual freedom, as stated in its Instructional Materials Selection Policy 606. Any resident, employee, or parent in the District may express concerns about materials in the District's educational program. Whenever a concern is expressed, the District will respond with a defined procedure.

#### **B. Procedure**

The following procedure will be used when any resident, employee or parent in the District expresses concerns about materials in the District's educational program. Resolution may be accomplished at any of these identified four levels of review.

1. Each concern shall be directed to the building principal who will:
  - treat each concerned person(s) request with confidentiality.
  - provide and explain the District Selection Policy 606.
  - inform concerned person(s) that his/her child is not required to be exposed to the questioned material. See Alternative Instruction Request Form, 606.1b.
  - try to resolve the questions of the concerned person(s) during the initial contact.
  - provide and explain use of the form, "Statement of Concern About Educational Materials", 606.1a.
  - inform Assistant Superintendent or designee and appropriate staff member(s) when the above form is given to a concerned person.
  - retain identified materials for use or place them in the reserve section in the school collection until review process is completed.
2. Upon receipt of the signed "Statement of Concern About Educational Materials" form, the principal will:
  - Step 1: meet with the concerned person(s) and appropriate staff to discuss the information on the completed form.
  - Step 2: appoint a building committee to investigate the questioned materials. (The committee will have representation from the administration, media center, teaching staff and citizens.)
  - Step 3: review the findings of the building committee.
  - Step 4: inform the concerned person(s) and Assistant Superintendent or designee of the committee's findings in writing.

3. If the concerned person(s) is not satisfied with the findings of the building committee, the principal will forward the concern to the Assistant Superintendent or designee who will:
  - convene the standing Questioned Materials Committee. This committee shall consist of at least five (5) persons including:
    - a. staff from grade and/or subject area
    - b. media director
    - c. building principal
    - d. Learning and Leadership department director or designee
    - e. citizen(s)
  - review the findings of the Questioned Materials Committee.
  - inform the concerned person(s) of the Questioned Materials Committee's findings.
4. If the concerned person(s) is not satisfied with the Questioned Materials Committee's findings and the Assistant Superintendent or designee decision, he/she may appeal to the School Board.



## ALTERNATIVE INSTRUCTION REQUEST FORM

Date: \_\_\_\_\_

Person initiating request: \_\_\_\_\_

Student name: \_\_\_\_\_

School student is attending: \_\_\_\_\_

Course/subject being requested:  
\_\_\_\_\_

Specific content or curriculum in question

Basis of concern

Suggested alternative instructional activity to take place.

Person who will provide instruction \_\_\_\_\_  
Evaluation and assessment of the quality of the student's work. (To be completed by school personnel.)

The instructor and principal of the school have reviewed this plan.

Date: \_\_\_\_\_

Signed: Instructor \_\_\_\_\_

Principal \_\_\_\_\_

Student or Parent \_\_\_\_\_