

MONONA GROVE SCHOOL DISTRICT

Board Rule 871 (1)

PROCEDURES FOR HANDLING PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

- Step 1: The complainant shall be told to direct the complaint to the building instructional media specialist by direct contact, telephone call or letter.
- Step 2: The building instructional media specialist shall give the complainant a copy of the district's selection of instructional materials policy and procedures and a copy of these procedures. He/she shall inform the complainant that if a formal complaint is filed, his/her complaint will be handled in an impartial manner. He/she shall also ask the complainant to review the material in question in its entirety.
- Step 3: If after reviewing the above materials the complainant wishes to file a formal complaint, he/she shall complete a request for reconsideration form and mail it to the building principal.
- Step 4: If a reconsideration committee is to be appointed based on the complainant's requested course of action, the building principal shall notify the Superintendent and deliver to him/her all pertinent material.
- Step 5: The Superintendent shall appoint a reconsideration committee made up of the following:
- a. Two full-time teachers (one elementary school, one secondary school).
 - b. One full-time instructional media specialist.
 - c. One district administrator.
 - d. Three community members, two of whom have children attending the school where the challenged material is being used.
 - e. The building's student representative, if applicable.
 - f. Director of Public Library

The Superintendent shall excuse any committee member with a conflict of interest regarding the challenged material or complaint and appoint a substitute with the same qualifications.

The Superintendent shall appoint a committee chair from the committee's membership. The committee chair shall not be an employee of the district. One of the two teachers appointed to the committee shall serve as the committee's secretary.

- Step 6: Shortly after the reconsideration form is duplicated and submitted to all members of the reconsideration committee, the committee chair shall schedule a committee meeting.
- Step 7: The reconsideration committee shall meet. At the meeting:
- a. All duplicated materials shall be reviewed so that all committee members are familiar with the materials and the complaint.
 - b. The challenged material shall be thoroughly reviewed in terms of its literary, societal and educational contents by a competent reviewer such as the instructional media specialist.
 - c. A meeting with the complainant shall be scheduled. The meeting shall be held within two weeks.
- Step 8: The date, time and place of the meeting with the complainant shall be published in accordance with state law and established procedures. The complainant shall be sent a copy of the meeting's agenda.
- Committee members shall thoroughly read/view the challenged material before the next meeting.
- Step 9: A meeting with the complainant shall be held. The agenda shall be as follows:
- a. The meeting shall be called to order by the committee chair.
 - b. The complainant shall have an opportunity to address the committee. If the complaint is being filed by a group, the group must appoint a spokesperson. The complainant/spokesperson may speak for no more than 15 minutes.
 - c. The committee shall discuss the complaint.
 - d. Others, pro or con, shall have an opportunity to address the committee. Each speaker shall be allowed to speak for no more than three minutes.
 - e. The committee shall vote to: (1) retain the material; or, (2) remove the material from the school environment.
 - f. The decision shall be recorded and announced by the chair.
- Step 10: The Superintendent shall give the complainant a formal response following the meeting. If the complainant is dissatisfied with the committee's decision, the complainant may request that the Superintendent place his/her complaint on the agenda of the next regularly scheduled Board meeting.
- Step 11: The committee secretary shall turn over all notes and materials to the Superintendent for distribution to Board members.
- Step 12: The Board shall consider the complaint at its next regularly scheduled meeting. The Board's decision shall be final.

BOARD APPROVAL: October 9, 2002