

<i>Adopted:</i>	8/19/1975	<i>Saint Paul Public Schools Procedure</i>	618.00
<i>Revised:</i>	--		

618.00 INSTRUCTIONAL MATERIALS

Complaints Against Instructional Materials

Persons, who wish to protest the inclusion of specific items in school collections of instructional materials, whether supplemental or textbook in nature, shall follow the procedure given below:

1. The complainant first fills out a Citizen’s Request for Reconsideration of a Book or Audiovisual Item. This form can be obtained from the principal’s office.
2. The completed form is then filed with the principal.
3. The principal shall, within 5 teaching days after receiving the complaint, call a meeting of the building Instructional Materials Committee to discuss and decide on one of the following courses of action:
 - a. Make the item in question no longer available to students.
 - b. Retain the item in question for unrestricted use by students.
 - c. Attempt to accommodate the complainant without denying access to the item in question to persons not under his/her direct control.
4. If the complainant or any staff member involved is not satisfied with the decision reached in 3 above, the case may be appealed to the District’s Instructional Media Council through its executive. The Instructional Media Council shall consider the case at its earliest opportunity and shall submit a report and recommendation to the Superintendent.
5. Final disposition of the case shall be made by the Board upon recommendation of the Superintendent.

CROSS REFERENCE: Complaints, Textbook Selection and Adoption;
 Instruction/Intercultural, Non-Racist, Non-Sex-Biased
 Education; Instruction/Teaching about Religion

LEGAL REFERENCES: