

## RECONSIDERATION OF INSTRUCTIONAL MATERIALS

The School Committee, though it is ultimately responsible for all curriculum and instructional materials, recognizes the need and right of students to have free access to many different types of instructional materials. It also recognizes the right of the professional staff to select materials supportive of the school system's educational philosophy and goals. Criticism of instructional materials used in the schools may be expected from time to time.

Requests for reconsideration of materials may be made by Hanover Public School employees, students, members of administration, or the parent or guardian of a student. The Committee will not permit any individual or group to exercise censorship over instructional materials but recognizes that at times a reevaluation of certain material may be desirable.

In such instances:

1. If a parent/guardian requests that his/her own child not engage in certain instructional materials, the teacher and/or school administrator should resolve the situation, perhaps by arranging for alternative material which would meet essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Committee has adopted.
2. If Step 1 is not satisfactory for the parent/guardian, they can complete the form "Request for Reconsideration of Instructional Materials" which is available in the Principal's office.
3. Within five (5) working days of receipt of the completed form, the building principal requests a review of the challenged material by a Review Committee. The Superintendent is notified that a review is being done. The Review Committee is appointed by the building principal, who shall make their best efforts to include the principal or their designee, three teachers and a one parent volunteer from the sitting School Council.
4. The review committee takes the following steps after receiving the challenged materials:
  - a) Reads, views, or listens to the material in its entirety.
  - b) Determines the extent to which the material supports the curriculum.
  - c) Determines whether the grounds for the review request are supported.
  - d) Completes the appropriate documentation judging the material for its strength and value as a whole and not in part. This documentation must include the review committee's recommendation on whether to continue to use the instructional materials or not moving forward.
  - e) The Review Committee shall present their recommendation to the School Committee in open session within 14 days from the date marked on "Request for Reconsideration of Instructional Materials." The School Committee by majority

vote shall decide to retain, withdraw, or add the materials. The decision of the School Committee shall be final. If multiple materials are submitted for reconsideration by a complainant or multiple complainants, they will be handled following this process one at a time, in an order determined by the principal.

If the decision of the School Committee is that the questioned instructional materials be retained, the district will not convene a Review Committee relative to the same complaint for a period of three years, however, the three-year period may be waived by the building principal if a substantially different point of view is advanced.

LEGAL REFS.: M.G.L. 76:5

CROSS REFS.: IJ, Instructional Materials  
IJJ, Selection and Adoption of Textbooks  
IJL, Selection and Adoption of Library Books and Materials