 **MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 871**

**PUBLIC COMPLAINTS ABOUT LEARNING MATERIALS OR SERVICES**

 The Board of Education has adopted the following procedure to be used by all school personnel in dealing with challenges to any and all learning materials or services. If the challenge/complaint concerns material reviewed and adopted by the Board of Education, the complaint must proceed through the reconsideration process. If the challenge/complaint pertains to material which is not formally adopted by the Board of Education, the teacher may offer alternative material after conferring with the principal. The parent, however, may still request to use the district reconsideration process.

 Circulation and classroom use of challenged materials shall not be restricted during the reconsideration process, however access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.

 The Mineral Point School District shall not discriminate in the selection and evaluation of learning materials, including IMC materials on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

 Any school staff member who receives a complaint about any learning materials used at the school should consider the complaint seriously and follow the procedure below in a very deliberate manner.

 Step One: Discuss the complaint with the person, make them aware of the Board
 election policy and this reconsideration policy. Do not make any
 commitments to the person complaining.

 Step Two: Invite the complainant to file his or her objections in writing and offer a
 copy of “Learning Materials Reconsideration Form.”

 Step Three: Report the complaint to the building principal, who will in turn report it
 to the district administrator and the building library media teacher.
 Make a note of the exchange between yourself and the complainant.

**Policy 871 Continued:**

 Step Four: Each written complaint received by a school employee will be reviewed
 by the district Materials Reconsideration Committee. This committee
 will be appointed by the district superintendent.

Step Five: The committee will:

 a. read, listen to, view or otherwise thoroughly examine the materials
 or service being reconsidered.

 b. check general acceptance of the materials or services by reading
 reviews and related professional publications.

 c. meet to discuss the materials or services after step a and b.

 d. weigh values and faults and form opinions based on the material or
 services as a whole and not on passages or information pulled out of
 context.

 e. prepare a written recommendation to be submitted to the district
 administrator. This shall e done as soon as practicable.

 f. the district administrator is to inform the complainant of the
 recommendations of the committee.

 Step Six: If the complainant is not satisfied with the decision of the
 reconsideration committee, he or she may, within 30 days, request of
 the district administrator that the matter be reviewed by the Board of
 Education. The administrator will confer with the Board president to
 identify a time suitable for the Board to review the findings of the
 Materials Reconsideration Committee. At that time, the Board will
 decide whether to leave the decision of the reconsideration committee
 standing or to reconsider it.

 Step Seven: If the Board decides to reconsider, the Board or a committee of the Board
 will meet as soon as practicable to review the findings of the
 reconsideration committee. When reconsidering materials, the Board or
 its committee will follow a procedure similar to that outlined for the
 reconsideration committee.

**Policy 871 Continued:**

 Legal Reference: Wisconsin Statutes 118.13
 121.02 (1) (h)
 PI9.03 (I) of the Wisconsin Adm. Code

 Cross Reference: 411-Rule, Discrimination Complaint Procedures
 871-Rule, Procedures for Handling Public Complaints about Learning
 Materials or Services
 871-Exhibit, Learning Materials Reconsideration Form

 Adopted: April 1987
 Revised: September 1987
 October 1995
 July 2002
 June 2010

 **MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 871-Exhibit**

**LEARNING MATERIALS RECONSIDERATION FORM**

Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Format \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where was the material used?

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class or IMC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level \_\_\_\_\_\_\_\_\_\_\_\_

Complaint initiated by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Citizen Represents \_\_\_\_\_ himself or herself

Organization or group (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the basis of the complaint regarding this material (Please be specific, site examples).
Please use the back side of the page if needed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How would you like to see this complaint resolved? Please use back side of the page if needed.

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Signature of Citizen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_