

# PUBLIC COMPLAINTS ABOUT LEARNING MATERIALS OR SERVICES

## Policy 871

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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 LMC 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 any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District 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 selection 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.
- 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. The materials reconsideration committee will include:
  - a. One member of the administrative staff chosen by the superintendent;
  - b. One member of the school teaching staff chosen by the school staff;
  - c. One member of the library media staff chosen by the library media professional staff;
  - d. One member of the community chosen by the superintendent;
  - e. One student government representative, if age appropriate.

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Arrange for a reconsideration committee meeting within 10 working days after the complaint is received.

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 be 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.

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, March 2022

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## LEARNING MATERIALS RECONSIDERATION FORM

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

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

Publisher \_\_\_\_\_

### ***Where was the material used?***

School \_\_\_\_\_ Class or LMC \_\_\_\_\_ Grade Level \_\_\_\_\_

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

Address \_\_\_\_\_

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

Were you contacted by a group or organization to challenge this book or materials? \_\_\_\_\_

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. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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