**JICHS Procedure for Reconsideration of Instructional Material**

**in accord with,**

**COMMUNITY RECONSIDERATION OF INSTRUCTIONAL MATERIALS IJKAA - R**

Instructional materials, as referred to in this policy, are defined as all print and non-print materials housed in classrooms and library media centers, including recreational reading materials.

A parent or teacher, media specialist, guidance counselor, or administrator of James Island Charter High School (“JICHS”) may question the appropriateness of instructional materials according to the following procedures:

**Informal Conference**

A parent or professional staff member may contact the Assistant Principal, teacher, media specialist, or guidance counselor for clarification of the use of any instructional material. The question concerning the material must be presented by a parent of a student in the classroom where the material was used or made available or by a teacher, media specialist, guidance counselor, or administrator of JICHS. If the purpose of clarification is not satisfactory, a parent may request that the material not be made available to his child by submitting the form, Request for Alternate Instructional Material for an Individual Student to the Assistant Principal. Upon receiving the signed form from the Assistant Principal, the teacher will provide an alternate assignment and will make alternate material available to the student.

**Formal Request**

If the parent or professional staff member desires that the materials be removed from general use in JICHS, he may initiate the formal procedure for the Reconsideration of Instructional Materials. The formal request for reconsideration must be presented by a parent of a student in the classroom where the material was used or made available. A teacher, media specialist, guidance counselor, or administrator may also request the reconsideration of material at his school believed to be age-inappropriate. It is the responsibility of the complainant to have reviewed the entire contents of the instructional material in question; the signature of the complainant shall attest to this fact. Challenges of instruction material will neither be deemed complete nor be considered by the Instructional Material Review Committee until all appropriate information has been furnished.

**Procedure for Formal Reconsideration of Instructional Materials**

It is essential for all parties involved in the procedure for Reconsideration of Instructional Materials to adhere to the letter and spirit of the following steps in sequence. The complainant may withdraw the Request for Reconsideration of Instructional Materials at any point in the procedure.

1. The complainant notifies the Assistant Principal of the intent to initiate the procedure. Challenged materials shall not be removed from general use during the reconsideration procedure.

2. The Assistant Principal assures the complainant and the teacher or media specialist or guidance counselor (“teacher”) that the Board policy will be followed. The Assistant Principal explains the procedure to the complainant and provides the complainant with copies of the policies and regulations on the Selection of Instructional Materials and the Reconsideration of Instructional Materials. The official form, Request for Reconsideration of Instructional Material, will be returned within three school days.

3. When the Assistant Principal receives the complainant’s completed request form, he requires the teacher to complete the form, Rationale for the use of Instructional Material. The teacher is allowed three full school days to gather appropriate reviews of the material. Simultaneously, the Assistant Principal schedules a conference with the complainant and the teacher within three school days or at a time reasonably convenient for all parties. The conference time shall not interfere with the educational process. A complainant who does not return the completed request form will be assumed to have no further desire to continue the procedure.

4. At the conference, the complainant receives a copy of the rationale; the teacher receives a copy of the request. The role of the Assistant Principal is to facilitate a discussion of all issues raised in the request and the rationale. A decision to withdraw the material from general use is not appropriate at this level. A parent, however, may request that the material not be made available to his child by submitting the form, Request for Alternate Instructional Material for an Individual Child to the Assistant Principal. Upon receiving the signed form from the Assistant Principal, the teacher will provide an alternate assignment and will make alternate material available to the child.

5. If the complainant’s concern is resolved and he terminates the reconsideration process at this point, he leaves his signed original request form with the Assistant Principal. The Assistant Principal informs the Associate Principal that the matter has been resolved.

6. If the complainant’s concern is not resolved, he forwards his original request to the Associate Principal within five school days from the date of the conference. Simultaneously, the Assistant Principal forwards a summary of the conference and the teacher’s original rationale to the Associate Principal within five school days following the conference.

7. On receipt of the complainant’s request, the Associate Principal appoints a committee to review the instructional material.

● The Instructional Material Review Committee is composed of the following members:

a. The Department Chair

b. Two personnel from the appropriate grade level and subject or program area

C. Assistant Principal

d. Four parents from the DRC

● The Associate Principal chairs the committee and sets meeting dates, times, and places. He appoints a member or staff secretary to keep a written record of all meetings. The committee may request that specific individuals with special knowledge be present to provide information relative to the material in question. The complainant and /or the teacher (media specialist or guidance counselor) may each request 10 minutes to address the committee.

● The committee’s responsibility is to formulate a recommendation regarding the challenged materials for the Principal. The committee does not make final decisions to uphold or require the removal of material for schools. Members of the committee read the challenged material, study the request of the complainant and the rationale of the teacher, and the committee assesses the material as a whole in relation to curricular needs, literary merit, and the grade level at which the material is used.

● The committee fulfills its obligation within thirty school days and submits a full report, Committee Report for Reconsideration of Instructional Material, of its deliberations and recommendation in writing to the Principal.

7. The Principal reviews the committee’s report and accepts or rejects the committee’s recommendation. Within five school days, he communicates his decision in writing to the complainant through certified mail. Simultaneously he submits a full report with his decision to the Board of Directors and advises the Associate Principal, who in turn informs the Instructional Material Review Committee, the Assistant Principal, and the teacher.

8. Within five days of receiving the Principal's decision, either party may appeal in writing to the Board of Directors. The decision of the Board of Directors is final; the Board of Directors notifies the complainant and the Principal of its decision. Once the Board has made a final decision, no complainant may initiate the process over the same material unless the Board reopens the discussion at its level.

Any or all parties involved in the procedure to reconsider instructional material may be requested to attend appropriate meetings of the Board of Directors.

**James Island Charter High School**