

Tiverton Public Schools
Instructional Materials Reconsideration Procedure

When a concern about instructional materials is brought forth, the District will address the query within a reasonable time using District adopted procedures. Thus, Tiverton Public Schools adheres to the following procedure for all instructional material concerns, including classroom resources and library holdings. This comprehensive procedure allows for a thorough review of instructional materials with deep consideration of the context surrounding their use.

It is crucial to emphasize that the Tiverton Public Schools Administrative Procedure accommodates students and their parents or guardians who wish to raise a complaint. In such instances, an alternative material will promptly be made available as needed.

INFORMAL REVIEW

Suppose an individual raises a challenge to instructional materials. In that case, this person should voice their objection directly to the member of the school personnel who can most effectively provide information about the material.

Type of Material & Grade Level	Person to be Contacted
PK-4 Art, English, Math, Music, Science, Social Studies, Special Education, Wellness, World Language Instructional Materials	Building Principal or designee
5-8 Art, Computer Science, English, Math, Music, Science, Social Studies, Special Education, Wellness, World Language Instructional Materials	TMS Curriculum Coordinator or Building Principal
9-12 English, Counseling, Fine and Performing Arts & Technology, Math, Science, Social Studies, Special Education, Wellness, World Language Instructional Materials	Department Head or Building Principal
PK-12 Library Materials	Building Principals

If the objection cannot be resolved at this level, a formal complaint can be filed using the [Instructional Materials Reconsideration Form](#). This action will initiate a screening by the Superintendent which may lead to a formal review by a Reconsideration Committee.

FORMAL REVIEW

The Superintendent will diligently review the submitted form within a timeframe of ten (10) school days. In cases where the complaint is deemed incomplete or lacks substance, the Superintendent will promptly inform the complainant in writing. Lack of substance is characterized by either an incomplete form or objections that are not explicitly related to matters concerning religion, ideology, or obscenity/profanity.

Alternatively, if the Superintendent determines the complaint to be substantive, they will initiate the formation of a Reconsideration Committee. The complainant(s) will be duly notified in writing of this decision.

If there are multiple submissions about the same materials, the Superintendent will evaluate the objections and bundle them, if warranted. Complainants will be notified that their submission will be included with others for review.

RECONSIDERATION COMMITTEE MEMBERSHIP

A Reconsideration Committee is composed of members from the Tiverton Public Schools community collaborating to assess reconsideration requests. The composition of the committee adapts according to the nature of the submission, ensuring the inclusion of individuals with the requisite knowledge and expertise to thoroughly review the complaint.

Members of the committee may include:

- Assistant Superintendent (Chair at All Levels)
- **Elementary Complaint** – Three Elementary Principals
- **Teacher(s) from Grade Level**

- **Middle School Complaint** – Middle School Principal
- **All Curriculum Coordinators**

- **High School Complaint** – High School Principal
- **All High School Department Heads**
- **High School Library Media Specialist**

- Other Staff/Faculty as deemed appropriate by the Assistant Superintendent

PROCESS

1. The Reconsideration Committee shall be chaired by the Assistant Superintendent, or in their absence, another designated senior District administrator.
2. The Reconsideration Committee will be scheduled to meet within twenty-one (21) school days or fewer after the determination to convene by the Assistant Superintendent. Challenges over school vacation will be held until after the vacation has ended.
3. While under review, materials that are under consideration will not be removed from circulation. In addition, during this review period, the complainant may opt to restrict access to the material for their child(ren). The Chair will confirm the complainant's wishes via email and notify the appropriate staff.

4. Copies of the reconsideration request form, bibliographic data on the challenged material, and professional reviews or other relevant information about the challenged material, will be forwarded to Reconsideration Committee members as soon as possible by the Reconsideration Committee Chair.
5. A meeting will be held to provide the complainant an opportunity to address the Reconsideration Committee within the reasonable parameters set by the chair. In case the complainant cannot meet at the scheduled time, they will be allowed the opportunity to provide their viewpoints in writing. At the meeting, the Reconsideration Committee will consider the request, in light of the resource as a whole, not selected aspects. Following this meeting, the committee will deliberate, considering the complainant's presentation, any supplemental information provided by the complainant, reviews of the materials, and the work itself to assess the merits of the work in the context of a school library or classroom. Only committee members will be present during deliberations.
6. In making a decision, the Reconsideration Committee Chair will issue a written report to the Superintendent explaining the reasons for their recommendation to remove or retain the work in question using the [Tiverton Instructional Material Reconsideration Committee Report Template](#). The recommendation and culminating report will be issued to the Superintendent within thirty (30) school days of the initial determination to convene the Reconsideration Committee. The majority opinion of the committee will determine this decision. If any members of the Reconsideration Committee disagree with the decision of the majority of committee members, they shall have the opportunity to include their written dissent within the report.
7. The Superintendent will make the final decision based on the recommendation of the Reconsideration Committee within seven (7) school days of receiving the report. The Superintendent will notify the complainant and provide a copy of the Reconsideration Committee's final report.
8. The Superintendent's decision is considered final.

It is important to note that a recommendation of the Reconsideration Committee to sustain a challenge shall not necessarily be interpreted as a judgment of professionals involved in the original selection of the material.

INSTRUCTIONAL MATERIALS RECONSIDERATION PROCESS TIMETABLE

Informal Review	
Instructional leaders will respond to concerns within a reasonable time, however, there is no specific timetable associated with the Informal Review process.	
Formal Review	
ACTION	TIMETABLE
Instructional Materials Reconsideration Form submitted	The Superintendent shall review submitted forms and notify the complainant within ten (10) school days if a Reconsideration Committee will be convened.

<p>A Reconsideration Committee is formed and a meeting is scheduled.</p>	<p>The Assistant Superintendent convenes the committee within twenty-one (21) school days after the complainant is notified (see prior step).</p>
<p>A final report, containing the recommendation and majority/minority findings, is issued.</p>	<p>The Reconsideration Committee Chair submits a final report to the Superintendent within thirty (30) school days after the complainant is notified of the start of the Reconsideration Committee process. The Reconsideration Committee will use The Tiverton Instructional Material Reconsideration Committee Report Template.</p>
<p>The Superintendent makes a final decision based on the recommendation of the Reconsideration Committee. Complainants are notified and provided a copy of the Reconsideration Committee's report.</p>	<p>The Superintendent notifies the complainants within seven (7) school days of receiving the committee's report.</p>