

Regulation Code: 3320-R Challenged Resource Guidelines - Regulations

A. Purpose

This regulation establishes the guidelines to be followed when a complaint is made relative to use of certain instructional resources within a school.

B. Responsibilities

1. A complainant may discuss their views with a classroom teacher and/or the media coordinator. If, after discussing the questioned resource, no resolution is made for the individual child, the complainant should be referred to the principal. The principal will give the complainant a copy of the **Citizen's Request for Reconsideration of an Instructional Resource** attached to this policy. The principal should instruct the complainant to return the completed form to the principal within 5 school days.

When the completed form is returned to the principal, the principal should:

- a. Notify the Superintendent of Johnston County Schools, the school's Media and Technology Advisory Committee, and the Director of Media Services by sending a copy of the **Citizen's Request for Reconsideration of an Instructional Resource** form.
- b. Set the time for a formal reconsideration meeting and notify the Superintendent of Johnston County Schools, the school's Media and Technology Advisory Committee, the Director of Media Services, and the complainant of the meeting date, time, and place. The meeting must be held within ten school days after the written **Citizen's Request for Reconsideration of an Instructional Resource** is filed with the principal.

When the media coordinator receives a copy of the completed form, the media coordinator should:

- a. Obtain copies of the resource being reconsidered for the committee to review.
- b. Find reviews within professional sources with the assistance of Johnston County Schools Media Services Department and the North Carolina Department of Public Instruction Evaluation Center of the resource in question.

2. These procedures will be implemented during the school level reconsideration process.

- a. Prior to the reconsideration committee meeting, the principal will have a meeting with the school's Media and Technology Advisory Committee to review rules and procedures.
- b. The Media and Technology Advisory Committee will review the Citizen's Request for Reconsideration of an Instructional Resource and read/view/listen to the entire resource being reconsidered. Each of the committee members will survey appraisals of the materials in professional reviewing sources, determine the extent that the material supports the curriculum, weigh merits against alleged faults to form opinions based on the material as a whole and not on passages isolated from context.
- c. The reconsideration meeting will be held in the media center at a time designated by the principal.
- d. Since this is a public meeting, the complainant as well as other observers may attend the committee meeting. The Director of Media Services or Lead Media Coordinator of Johnston County Schools will be the representative of the school system at this meeting.
- e. The principal will preside during the meeting. A secretary should be selected to record minutes of the meeting. The principal should explain the process before the meeting begins and invite those in attendance to respond.

f. The complainant may either make an initial verbal presentation regarding the resource under consideration or may share the completed **Citizen's Request for Reconsideration of an Instructional Resource**.

g. Other observers should notify the principal if they want to speak. Anyone who is given permission to speak should have read, viewed or used the resource in question. Anyone who quotes from sources during the discussion must cite the source. The Media and Technology Advisory Committee must hear the complainant, the school-system representative and the school media coordinator. Others may be heard at the discretion of the principal or the MTAC co-chairmen.

h. Neither the complainant nor other observers may participate in the committee's deliberations.

i. During the initial or subsequent meetings, the MTAC will make its decision determined by the simple majority to retain or remove the resource from the school. The vote will be by secret ballot vote from MTAC member. The MTAC co-chairmen will count the votes and announce to the MTAC whether the instructional resource will remain fully accessible to the school population or will no longer be accessible in the school.

j. The Johnston County Schools' response to the **Citizen's Request for Reconsideration of an Instructional Resource** will be completed appropriately and presented to the principal, the complainant and the Superintendent of Johnston County Schools within 5 school days after the decision is reached.

3. If the complainant is not satisfied with the decision at the school level, a written appeal may be submitted within 10 school days to the System-Level Media Technology Advisory Committee. The original complainant should complete the Citizen's Request for Review of School-Level Recommendation and deliver it to the Associate Superintendent for Technology and Accountability Services.

1. Members of the System-Level Media and Technology Advisory Committee will consider any appeals from the school level. The committee will be appointed annually by the superintendent or their designee and will include:

a. Associate Superintendent for Technology and Accountability Services

b. Director of Instructional Technology and Media Services

c. WAN Engineer

d. Three administrators - one from each level - elementary, middle, high

e. Three teachers - one from each level - elementary, middle, high

f. Three media coordinators - one from each level - elementary, middle, high

g. A technology leader - one from each level - elementary, middle, high

h. Three community members

i. Three high school students

2. The responsibilities of members of the System-Level Media and Technology Advisory Committee will be:

a. The Director of Instructional Technology and Media Services will communicate with committee members by the end of the first school month each year.

b. The Associate Superintendent for Technology and Accountability Services will decide when meetings will be held or if a memo will be sufficient communication.

c. The Associate Superintendent for Technology and Accountability Services will serve as chairperson of the committee and serve as the spokesperson before the Board of Education.

d. The secretary of the committee will be elected at the first meeting and record the minutes of the meetings.

3. The procedures for the appeal of the School-Level Media Technology Advisory Sub- Committee when the **Citizen's Request for Review of School-Level Recommendation** form has been received will be:

a. The chairperson will select and contact appropriate members of the system level MTAC to hear the appeal. This sub-committee will be requested to review Policy 3320 and Regulation Code 3320-R in preparation for the appeal process.

b. The chairperson will set the date, time, and place for the appeal and notify the participants. The appeal will be held within 10 school days after the completed **Citizen's Request for Review of School-Level Recommendation** form is filed with the Associate Superintendent for Technology and Accountability Services.

c. The sub-committee members will read/view/listen to the resource, read the written reconsideration request form, and read professionally prepared reviews provided by the Director of Instructional Technology and Media Services Department of Johnston County Schools. The chairperson will forward these materials to the sub-committee members at least 7 days prior to the meeting.

d. The chairperson should explain the process before the meeting begins and invite those in attendance to respond.

e. The complainant may either make an initial verbal presentation regarding the resource under consideration or may share the completed **Citizen's Request for Review of School-Level Recommendation** form.

f. Observers may be heard at the discretion of the chairperson. Anyone given permission to speak, should have read, viewed or used the resource in question. Anyone who quotes from sources during the meeting must cite the source. The System Level Media and Technology Advisory Sub-Committee must hear the complainant, the school principal, and the school media coordinator. Neither the complainant nor observers may participate in the sub committee's deliberations.

g. During the initial or subsequent meetings, the system level sub-committee will use a secret ballot vote to determine whether the resource will be retained or removed from the school.

h. The chairperson and the elected secretary will count the votes and announce the results will be based on a simple majority count.

i. The chairperson will prepare and deliver a written response to the principal, the complainant, the Director of Instructional Technology and Media Services and, the Superintendent of Johnston County Schools within 5 school days after the decision is reached.

4. If the complainant is not satisfied with the decision at the system level, a written appeal may be submitted within 10 school days to the Johnston County Board of Education. The written appeal should be accompanied by completed **Citizen's Request for Review of System-Level Recommendation** form

5. The procedures for an appeal to the Board of Education will be:

a. A decision will be made at the next regular meeting of the Board of Education or within 45 days of the submission of the written appeal.

b. The chairperson of MTAC sub committee will present the subcommittee's position to the Boar of Education.

c. The original complainant will present their position.

d. The Board reserves the right to use outside expertise in its decision making.

e. The decision of the Johnston County Board of Education will be final.

JOHNSTON COUNTY SCHOOLS

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