



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Thursday, February 23, 2023, 4:00 PM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

Committee Members

Nadia Long, Board of Education
Kara Crowley, Board of Education
Brian Wilson, Treasurer/CFO
Mike McDonough, Deputy Superintendent
Jill Abraham, Assistant Superintendent
Stacie Raterman, Communications Director
Herb Higginbotham, Director of Elementary Education
Jacob Grantier, Director of Secondary Education

Jamie Lennox, Special Education Director
Hilary Sloat, Director of Diversity, Equity & Inclusion
Matt Middleton, Principal Hilliard Darby HS
Katherine Hueter, Principal Hilliard Weaver MS
Matt Trombitas, Asst Principal Hilliard Station Sixth Grade
Kevin Landon, Principal Avery Elementary
Monica Campana, Principal Washington Elementary
Kathy Parker-Jones, HEA Representative

AGENDA

Agenda Notes

- White copies are OSBA sample policies
- Blue copies are current HCSD policies
- Yellow copies are proposed revisions
- Item Status: M (Move Forward), T (Tabled), R (Refs Only) & N (No Action)

Section I – Public Participation

- Sign-up forms for public participation will be available prior to the meeting.

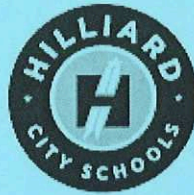
Section II – Review of Policy Process for New Committee Members (no action required)

1. BF – Board Policy Development and Adoption
 - Not a required policy – HCSD re-adopted February 13, 2023
(Draft copy is included – updated version not yet received from OSBA)
 - Review policy process for new committee members
 - Policy Review – Overview of Procedures also included

Section III – Review of Policies/Regulations/Exhibits – as Requested by Board of Education and/or Community

Status

1. IIAC – Media/Resource Materials Selection and Adoption
 - A required policy – HCSD re-adopted May 11, 2015
 - Review as requested by Board of Education and/or Community
 - OSBA sample policy included for reference
2. KLB – Public Complaints About the Curriculum or Instructional Materials
 - A required policy – HCSD re-adopted May 11, 2015
 - Review as requested by Board of Education and/or Community
 - OSBA sample policy included for reference



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Board Policy Development and Adoption
Code	BF
Status	
Adopted	August 14, 2001
Last Revised	August 8, 2022
Prior Revised Dates	07/12/2005, 05/11/2015

Board Policy Development and Adoption

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

Proposals regarding Board policies and operations may originate at any of several sources, including students, parents, community residents, employees, Board members, the Superintendent, the policy service provider, consultants, or civic groups. Regardless of where the proposal originated, the Superintendent/designee shall share the proposal with all Board members.

All proposed new policies, revisions of current policies or additions to current policies shall be reviewed by the Policy Review Committee prior to being presented to the Board for adoption unless there is an emergency as described herein. The Policy Review Committee shall be composed of two Board members, representation of building and District level administrators and others staff members as appointed by the Board President or the Superintendent/designee.

The agenda for the Policy Review Committee will be set by the Superintendent/designee in consultation with the Board members on the Policy Review Committee. A proposal will automatically be placed on the agenda at the written request of any two Board members or when the proposal has been made by the Board's policy service provider.

The Policy Review Committee will review and discuss all proposals placed on the agenda and will make recommendations to the Board to accept, modify or reject proposals made. The Committee's recommendations will be made by consensus. If consensus cannot be reached, any differing recommendations will be recorded in the Committee's minutes. The Superintendent/designee will provide the minutes to all Board members. After considering the work of the Committee, the Superintendent, in consultation with the Board President, will determine what policies will be placed on the Board agenda per Board policy BDDC. Final action on proposals, whatever their sources, is by the Board in accordance with this policy.

Two readings at two separate meetings shall normally be required before a new policy or a policy amendment can be adopted. Action to adopt will take place at a subsequent or third meeting of the Board. The Board does have the option, however, of voting for adoption at the second meeting.

All policy proposals that come before the Board for a third reading, or that come before the Board for a second reading if the Board intends to vote for adoption at a second reading, shall be included in full with the publicly released agenda. Once the agenda including the full policy language has been released, the Board may not move to amend the language prior to a vote, except to correct spelling or grammatical errors, or to add a citation. If the Board wishes to amend proposed policy language that would change the substance, source, or effect of the policy, it may do so if properly

moved, seconded and adopted by a majority of the Board. However, the policy vote must then be tabled to a subsequent meeting.

Unless otherwise specified, a new policy or policy amendment shall be effective upon the date of adoption by the Board and shall supersede all previous policies in that area. Unless otherwise specified, the repeal of a policy shall be effective on the date the Board takes such action.

When the superintendent determines there is an emergency, policies may be adopted or amended at a single meeting of the Board without review by the Policy Review Committee. An emergency shall be defined for the purposes of this policy as any situation or set of circumstances which the Superintendent has reason to believe that the education or operations of the District will be substantially disrupted or the safety or welfare of the students, employees or school community will be jeopardized.

Legal ORC 3313.20

Cross References AD - Development of Philosophy of Education
 BDDG - Minutes
 BFCA (Also CHB) - Board Review of Regulations
 BFD - Policy Dissemination
 BFE (Also CHD) - Administration in Policy Absence
 BFF - Suspension of Policies
 BFG - Policy Review and Evaluation
 CH - Policy Implementation

DRAFT



Overview of Board Policy Procedures

The role of the Board is to set policy and the role of the administration is to implement it. Written policies are the chief means by which a school board governs the district.

About Policies, Regulations and Exhibits

- Policies are principles adopted by the Board to chart courses of action. They are broad enough to indicate a line of action to be taken by the administration in meeting the day-to-day issues, wide enough to allow professional discretion and narrow enough to give the administration clear guidance. Think of policies as guidelines. A soundly constructed policy will have at least two major elements: (1) it will tell what the Board wants to happen and (2) it will explain why it should happen.
- Regulations (indicated by –R following the policy code) are detailed directions usually developed by the administration to put policy into practice. They tell how, by whom, where and when things are to be done. Regulations flow from and are supported by policy. Another definition of regulations would be an administrative course of action that is specified in writing.
- Exhibits (indicated by –E following the policy code) are a form, job description, an organizational chart or a chart of the voting requirements for a board. Exhibits can be revised without Board action.

These definitions are serviceable most of the time and reflect sound theory of governance and administration. There will be times when policies and regulations will be closely related and merge with one another, making it difficult to see where one begins and the other leaves off. For example:

- State and Federal governments require school boards to make or officially approve detailed regulations in certain areas.
- A school board signs contracts and agreements that may contain and interweave policies and regulations in certain areas.
- School board members may choose to establish specific regulations in certain sensitive areas.

EPS/NSBA/OSBA Classification System

The EPS/NSBA/OSBA classification system is divided into 12 sections. They are:

- A. Foundations and Basic Commitments
- B. Board Governance and Operations
- C. General School Administration
- D. Fiscal Management
- E. Support Services
- F. Facilities Development
- G. Personnel
- H. Negotiations
- I. Instruction
- J. Students
- K. School-Community Relations
- L. Education Agency Relations

The classification system uses the alphabet to provide a logical, enduring and expandable framework for classifying policies and regulations under standard terms and letter codes. The first letter of a code designates

Overview of Board Policy Procedures

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the section it is in; the second letter is a major category; the third letter is a subcategory in the major category; and so forth. The logic of this system and its expandability derive from the use of letters for coding: 26 letters can be used in coding a sequence of “parallel” terms under a category. (Numerical coding systems are limited to the use of 10 digits.)

In the top section of each policy is the policy code. “Also” policies have two different codes. The dual coding means the policies in both areas are identical and essential to both sections. An example would be:

- AFB (also CBG) – Evaluation of the Superintendent is found in Section A (Foundations and Basic Commitments) and in Section C (General School Administration).

About References

- Legal References: Many of the policies carry references to the Ohio Revised Code. These references are the major ones for the various codes. In some instances, major Federal legislation may also be cited.
- Contract References: Some of the policies carry references to the negotiated agreements and illustrate a way school districts may avoid conflict between the policy manual and the negotiated agreement.
- Cross References: Some policies give cross references to other policy categories. It is useful to offer cross references in school manuals when policy content in two or more categories overlap.

About our Policy Review Committee

We have a policy review committee that meets quarterly each school year. The objective of this committee is to review our policies and recommend revisions as necessary due to Board action, new legislation and State and Federal laws/regulations. All proposed new policies, revisions of current policies or repeal of a current policy are considered by the Policy Review Committee before being presented to the Superintendent for submission to the Board of Education. Two readings at two separate meetings shall normally be required before a new or revised policy may be adopted. Action to adopt will typically take place at a subsequent third meeting. However, the Board does have the option of voting for adoption at the second meeting.

We contract with Ohio School Boards Association for their online policy update service hosted through BoardDocs. This service includes the following:

- Ohio Policy Service new/revised sample policies
- Updates to board policies adopted by the Board within the current contract year
- Subscription to the Policy Development Quarterly (PDQ) e-newsletter
- Sample policies as requested
- Telephone consultation

The Policy Review Committee consists of two Board of Education members, the Deputy Superintendent, the Treasurer, the Assistant Superintendent, the Communications Director, the Director of Diversity, Equity and Inclusion, the Director of Elementary Education, the Director of Secondary Education, a Special Education administrator, a representative from HEA and a building principal from each grade group (PreK-5, 6, 7-8 & 9-12).

All Board policies are available on the district website at <https://go.boarddocs.com/oh/hilliard/Board.nsf/Public>.



Book	Policy Manual
Section	Section I: Instruction
Title	Media/Resource Materials Selection and Adoption
Code	IIAC
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015

Media/Resource Materials Selection and Adoption

The Board delegates to professional and certificated personnel of the District the authority for the selection of materials in accordance with this policy:

Materials for the media centers shall be recommended for purchase by the professional and certificated personnel in consultation with administration, faculty and students. Final decision on purchase shall rest with the Superintendent/ designee.

The Board believes it to be the responsibility of the professional and certificated staff to select instructional materials of the highest quality that will support the educational philosophy of the District.

Objective

The school media centers are to function as an integral part of the total educational process. Its programs are to reinforce the philosophy of the Hilliard City Schools by "providing meaningful learning experiences for each student as an individual." To this end, the Board asserts the following as both the objectives and responsibilities of the media centers:

1. to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
2. to provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards;
3. to provide a background of information, which will enable students to make intelligent judgments in their daily life;
4. to provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
5. to provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage and
6. to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for users of the media center.

Selection Procedures

The media specialist/staff will use all available resources to determine what materials should be purchased for the media center. When selecting titles or subjects for purchase, the following will be considered:

1. requests from teachers, students, administration;

2. regular reading of media reviews;
3. preview of materials;
4. use of guides developed specifically to aid in selection and
5. personal knowledge.

Criteria for Selection

Each year the media specialist will make an assessment to determine what materials are needed. All forms of media will be considered for purchase. In deciding what materials to order, the following will be considered:

1. replacement of needed, lost, stolen or discarded materials;
2. additions that are necessary because of changes in the curriculum;
3. new areas of knowledge;
4. new types of media and
5. cost (price).

Evaluation of Materials

Materials considered for selection will be evaluated on the basis of:

1. Quality – the materials should meet the qualitative standards set by the media center regarding contents, physical characteristics, reputation of the author, editor, publisher and the reliability of the manufacturer.
2. Suitability – the material should meet the abilities, needs and interests of the students and is presented in an effective media.
3. Usability – the materials should be studied to determine minimum anticipated usage. A reasonable number of uses should be expected in order to justify acquisition; conversely, materials may receive rather limited use but be of permanent value. Adequate equipment needed to use with the media is available.
4. Cultural influence – the materials should represent the views of all cultural, political, ethnic, religious, or social groups. Therefore, controversial materials that inform are acceptable as long as they do not misrepresent or harm any particular person, group or belief.
5. Accessibility – the materials are not readily accessible at another library or would not be more properly housed in another collection.
6. Balance – the acquisition helps to maintain a balanced collection properly proportioned to patron need and use and the departments being served.

Donation of Gifts

A person or group may wish to donate a gift of materials or money to the media center. All District policies must be followed when accepting donations. Before any gifts can be accepted, they must be evaluated using the same procedure followed when selecting materials to be purchased with District funds. The final determination about accepting or rejecting gifts will be left to the discretion of the media specialists.

Reviewing the Collection

It is the responsibility of the media specialist to continually re-evaluate the collection to ascertain that it is active and up to date. Materials may be discarded because they are damaged, badly worn, obsolete, or infrequently used. At no time will this practice be used to rid the collection of materials simply because someone disapproved of them.

Censorship

The Hilliard City Board of Education supports the "Library Bill of Rights". This District supports the idea of freedom of choice and will provide materials on the various viewpoints of the many different issues which exist today. It is recognized by the Hilliard City Board of Education that no individual or group has the right to have materials suppressed because one segment of the community considers them controversial.

Library Bill of Rights

The Council of the American Library Association reaffirms its belief in the following policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the author.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his/her age, race, religion, national origins, or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Challenged Materials

Since the following subjects are sometimes topics of criticism, these shall be our policies concerning them:

1. Religion – factual unbiased material which represents all major religions shall be included.
2. Ideologies – the media centers shall, without making any effort to sway the readers' judgment, make available basic factual information on the level of its reading public, or any ideology or philosophy which exerts a strong force, either favorable or unfavorable, on government, current events, politics or any other phase of life.
3. Sex and Profanity – related materials shall be subjected to a comprehensive test of literary merit.

In cases where material in the school media center is challenged, the following course of action will be followed:

1. All complaints must be in writing.
2. All complaints will be reviewed by a committee appointed by the Superintendent/ designee consisting of the media specialist, an administrator, a teacher in the subject area involved, an English teacher and a member of the Board.
3. After all members of the committee have reviewed the work in question, the committee will meet and consider the official complaint. The complainant may meet with the committee in reviewing the case before the committee makes a recommendation to the Board which makes the final decision.

Legal

[ORC 3329.05](#)

[ORC 3329.07](#)

[OAC 3301-35-03](#)

Cross References

[IIA - Instructional Materials](#)

[INB - Teaching about Controversial Issues](#)

[KLB - Public Complaints About the Curriculum or Instructional Materials](#)



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Media/Resource Materials Selection and Adoption
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2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his/her age, race, religion, national origins, or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

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3. Sex and Profanity – related materials shall be subjected to a comprehensive test of literary merit.

In cases where material in the school media center is challenged, the following course of action will be followed:

1. All complaints must be in writing.
2. All complaints will be reviewed by a committee appointed by the Superintendent/ designee consisting of the media specialist, an administrator, a teacher in the subject area involved, an English teacher and a member of the Board.
3. ~~After all members of the committee have reviewed the work in question, the committee will meet and consider the official complaint. The complainant may meet with the committee in reviewing the case before the committee makes a recommendation to the Board which makes the final decision.~~

3. The committee process shall be as follows:

- a. Committee members will review the school district's policies on library materials:
 - i. IIAC: Media/ Resource Material Selection and Adoption
 - ii. IIA: Instructional Materials
 - iii. IIAA: Textbook/ Resource Creation, Selection and Adoption
 - iv. INB: Teaching About Controversial Issues
 - v. KLB: Public Complaints About the Curriculum or Instructional Materials
 - vi. KLB-E: Citizen's Request for Reconsideration of Library/Curriculum Materials
- b. Committee members will read all materials referred, including the full text of the material in question, and relevant articles and journals.
- c. Passages or parts will not be read out of context. The values and faults will be weighed against each other, and the opinions of the committee will be based on the materials as a whole.
- d. When considering the material in question, the committee will utilize the "Evaluation of Materials" framework.
- e. Personal identification of committee members shall remain anonymous in any report and recommendation made to protect the objectivity of the deliberation.

- f. After all members of the committee have read the work in question and any relevant articles and journals, the committee will meet and consider the official complaint. The committee may choose to meet with the complainant to review the complaint before the committee makes the final recommendation in writing to the Superintendent. The committee may recommend one of the following actions:
- i. To leave the book in the school/district collection as it currently is;
 - ii. To restrict the book to a specific age/grade level; or
 - iii. To remove the book from the school/district collection.
4. The Superintendent will consider the committee's final recommendation and will make a written decision on the complaint.
5. Challenged materials should not be removed from the collection while under reconsideration.
6. The committee recommendation and Superintendent decision will be given to the complainant. If the complainant is not satisfied with the decision, the complainant can appeal the decision to the Board. The request to appeal the decision shall be delivered, in writing to the Treasurer, within ten (10) days of the complainant receiving the Superintendent's decision.
7. Appeals shall be placed on a Board agenda for consideration and deliberated upon in accordance with Ohio Public Meeting Laws.
8. The Board may decide to affirm, modify or reverse the Superintendent's decision. Any Board decision shall be made in public session and shall typically be made within ninety (90) days of receipt of appeal but the Board may take longer to make a decision based on the circumstances of the appeal. All Board decisions shall be communicated to the complainant.
9. Only one complaint will go through the process at a time. After the Board has made a decision or the appeal time has run, then the district will proceed with the next complaint in order of receipt.

Legal

[ORC 3329.05](#)[ORC 3329.07](#)[OAC 3301-35-03](#)

Cross References

[IIA - Instructional Materials](#)[INB - Teaching about Controversial Issues](#)[KLB - Public Complaints About the Curriculum or Instructional Materials](#)



Book	Policy Manual
Section	FOR REVIEW
Title	**OSBA Sample** Library Materials Selection and Adoption
Code	IIAC
Status	From OSBA

****OSBA Sample****

Library Materials Selection and Adoption

The Board believes the responsibility of the school library is to:

1. provide materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
2. provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. provide a background of information, which enables students to make intelligent judgments in their daily lives;
4. provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
5. provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage and
6. place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from personnel. Students may also be encouraged to make suggestions. The librarian is responsible for evaluating and recommending all materials to be included in the school library. Authority for distribution of funds rests with the building principal, subject to the approval of the Superintendent.

Gifts of library books are accepted in keeping with the above policy on selection as well as the Board's policy on accepting gifts. Complaints about library books are handled in compliance with Board policy on complaints about the curriculum or instructional materials.

CROSS REFS.: IIA, Instructional Materials
 INB, Teaching About Controversial Issues
 KH, Public Gifts to the District
 KLB, Public Complaints About the Curriculum or Instructional Materials

NOTE: This is adopted from the School Library Bill of Rights, 1982.

THIS IS A REQUIRED POLICY

Legal

[ORC 3329.05](#)

[ORC 3329.07](#)

[ORC 3375.14](#)

[OAC 3301-35-04](#)

[OAC 3301-35-06](#)



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Public Complaints About the Curriculum or Instructional Materials
Code	KLB
Status	Active
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	06/19/2009

Public Complaints About the Curriculum or Instructional Materials

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the certificated staff to select books and other materials supportive of the Board's educational philosophy and goals.

Criticism of a book or other materials used in the District may be expected from time to time. In such instances, the following guidelines shall apply.

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.
 - A. The person who objects to the book or other material is asked to submit a written statement that documents his/her concern.
 - B. Following receipt of the formal complaint, the Superintendent/designee provides for a re-evaluation of the material in question.
 - C. The Superintendent/designee reviews the complaint and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

The Board assumes final responsibility for all books and instructional materials that it makes available to students and it holds its certificated staff accountable for their proper selections. The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and provides for the re-evaluation of materials in library collections upon formal request.

Legal

[ORC 121.22](#)[ORC 3329.07](#)[ORC 3329.08](#)[ORC 3329.09](#)

Cross References

[IIA - Instructional Materials](#)[IIAA - Textbook/Resource Creation, Selection and Adoption](#)[IIAC - Media/Resource Materials Selection and Adoption](#)[INB - Teaching about Controversial Issues](#)[KL - Public Complaints](#)[KLD - Public Complaints About District Personnel](#)



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Public Complaints About the Curriculum or Instructional Materials
Code	KLB
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	06/19/2009

Public Complaints About the Curriculum or Instructional Materials

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the certificated staff to select books and other materials supportive of the Board's educational philosophy and goals.

Criticism of a book or other materials used in the District may be expected from time to time. In such instances, the following guidelines shall apply.

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.
 - A. The person who objects to the book or other material is asked to submit a written statement that documents his/her concern.
 - B. Following receipt of the formal complaint, the Superintendent/designee provides for a re-evaluation of the material in question.
 - i. If the complaint is in regards to district purchased curriculum materials or book(s), the complaint should be handled according to the process described in Policy IIAC.
 - ii. If the complaint is in regards to teacher provided/supplementary materials, the Superintendent should arrange for a conference with the teacher, principal, and student's parents to resolve the concern.

- C. ~~The Superintendent/designee reviews the complaint and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.~~

~~The Board assumes final responsibility for all books and instructional materials that it makes available to students and it holds its certificated staff accountable for their proper selections.~~ The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and provides for the re-evaluation of materials in library collections upon formal request.

Legal

[ORC 121.22](#)[ORC 3329.07](#)[ORC 3329.08](#)[ORC 3329.09](#)

Cross References

[IIA - Instructional Materials](#)[IIAA - Textbook/Resource Creation, Selection and Adoption](#)[IIAC - Media/Resource Materials Selection and Adoption](#)[INB - Teaching about Controversial Issues](#)[KL - Public Complaints](#)[KLD - PubComplaints About District Personnel](#)



Book	Policy Manual
Section	FOR REVIEW
Title	**OSBA Sample** Public Complaints About the Curriculum or Instructional Materials
Code	KLB
Status	From OSBA

****OSBA Sample****

Public Complaints About the Curriculum or Instructional Materials

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Criticism of a book or other materials used in the District may be expected from time to time. In such instances, the following guidelines shall apply.

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.
 - A. The person who objects to the book or other material is asked to sign a complaint on a standard form documenting his/her criticism.
 - B. Following receipt of the formal complaint, the Superintendent provides for a reevaluation of the material in question. He/She arranges for the appointment of a review committee from among the faculty and community to consider the complaint.
 - C. The Superintendent reviews the complaint and the committee's reevaluation and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

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CROSS REFS.: IIA, Instructional Materials
 IIAA, Textbook Selection and Adoption
 IIAC, Library Materials Selection and Adoption
 INB, Teaching About Controversial Issues
 KL, Public Complaints
 KLD, Public Complaints About District Personnel

NOTE: The cross-references are to codes in the OSBA coding system where a district's manual may have statements relating to criteria for the selection of materials. A copy of the form on which citizens request reconsideration of materials is often included under code KLE.

THIS IS A REQUIRED POLICY

Legal

[ORC 121.22](#)

[ORC 3329.07](#)

[ORC 3329.08](#)

[ORC 3329.09](#)