

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

**File: IIAD-R & KLB-R**

**REGULATIONS FOR PRESENTING CONCERNS AND REVIEWING EDUCATIONAL  
RESOURCES**

The following three enumerated areas will provide the appropriate assistance to parents and patrons who wish to express a concern regarding educational resources used in the Vigo County School Corporation. Parents and patrons are requested to follow these guidelines in order that their individual concerns may be addressed as quickly as possible.

**I. Initial Procedures**

The Vigo County School Corporation shall exert all efforts possible in assuring the most appropriate educational materials for students. The Vigo County School Corporation shall make available a list of corporation-wide adopted text and basic core instructional materials upon request; however, these lists may not be inclusive of all materials used to enhance learning for students. The materials may be considered by a parent/guardian as inconsistent with their beliefs or views. Therefore, the Vigo County School Corporation has established the following guidelines.

- A. The Vigo County School Corporation encourages parents to become actively involved in their children's education by 1) spending time reviewing homework and other assigned activities, 2) discussing daily academic activities, 3) conferencing with teachers about the educational materials, and 4) observing in the class at a pre-arranged time.
- B. If parents/guardians have a concern about their child's educational materials, a conference shall be scheduled with the teacher. The parent/teacher meeting shall provide the parent/guardian an opportunity to present concerns about the materials. The objective of this meeting is to reach an agreement on an alternative selection that would allow the student to continue learning opportunities without using materials to which a parent finds objectionable. The student shall then be allowed to use the agreed upon alternative resource without being penalized in any manner.

**II. Informal Review** (Building Level)

Any concern, regarding the discontinuation of the use of an educational resource by the Vigo County School Corporation, whether received by mail, by telephone or through personal contact shall be directed to the building principal or designee. Within ten (10) working days, the principal or designee shall contact the questioner with a copy of these "Policies and Procedures" and arrange a meeting if necessary, with the questioner and appropriate professional staff.

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- A. The principal or designee and appropriate professional staff shall:
  - 1. Listen to the questioner's comments.
  - 2. Explain the school's selection policies and procedures and criteria used for the selection of resources.
  - 3. Explain the intended educational use of the resource in the educational program and any additional information regarding its use.
- B. The committee shall provide the questioner still desiring the removal, restriction or inclusion of an unavailable resource an explanation of the "Citizen's Request for Review of Educational Resources" instructing him/her to complete the form and return it to the principal or designee.

III. **Formal Review** (District Level Educational Resource Review Committee)

- A. Upon receipt of a signed "Citizen's Request for Review of Educational Resources", the principal or designee shall indicate the date of receipt and within ten (10) school days refer it to the Educational Resource Review Committee Chair for review of the resource.
  - 1. Educational Resource Review Committee.
    - a. Members - numbers will vary due to nature and function. Members shall be identified by October 1 of each school year. Members of the committee shall be representatives of and elected/selected by the following groups:
      - (1) teacher/s - elementary and secondary teachers elected/selected by the local teacher organization
      - (2) media/AV specialist/s - elected/selected by the administration of the corporation
      - (3) administrator/s - selected by the administration of the corporation
      - (4) community person/s - selected by the Vigo County School Corporation Parent Advisory Council or other appropriate school related group, such as a parent teacher organization.
      - (5) student/s - selected by the principal/designee.

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- b. Terms - Committee members shall serve two-year terms. Members from 1, 3, 5 shall be appointed in odd numbered years and members from 2 and 4 shall be appointed in even-numbered years.
- c. Meetings - The first organizational meeting shall be called by the media person or an individual on the committee charged by the superintendent to convene the meeting. During this meeting, the committee shall elect a chair and a recorder and review these procedures. Other meetings shall be held as needed.

B. Resolution

- 1. Upon completion of the review process, the chair of the Educational Resource Review Committee shall, within ten (10) school days, file the report of the Educational Resource Review Committee with the superintendent and provide copies to all appropriate individuals: questioner, principal, teacher and/or media person. The written report, signed by all members of the committee, accompanied by any written materials used during the proceedings, and minority reports, if any, shall be the official record of the case.
- 2. The decision of the Educational Resource Review Committee shall be binding as specified by the committee.

C. Appeal of decision of the Educational Resource Review Committee.

After these procedures have been completed, any decision of the Educational Resource Review Committee may be appealed to the Board of School Trustees.

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