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**AURORA PUBLIC SCHOOLS**  
**Adopted September 1977**  
**Revised October 1995**  
**Revised October 2007**  
**Revised January 2014**

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**APS Code: KEC**

**PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES**  
**Instructional Materials Review Committee**

Any District resident, teacher or administrator may register a criticism of any book or instructional material with the school principal. The principal shall meet with the complainant to explain the purposes of the book or materials in question and how it is used in the instructional program. If the complainant requests, the principal may authorize that an alternate book or instructional material be used with the complainant's child/ward. The alternative book or material must be approved in accordance with the Board's policy on the adoption of instructional materials.

Challenged books or instructional material that have been approved through action taken by the Board of Education or in accordance with District policies and regulations shall not be removed from general use while the challenge is under question, although alternative materials may be assigned by the principal as specified above. Challenged books or instructional material that have not been approved in this manner will be removed from use in the school where the complaint was registered and kept in the custody of the school principal until the challenge is resolved.

If the complainant is not satisfied with the principal's response, s/he may present the criticism in writing on an Instructional Materials Review Request Form, provided by School Services, which shall be completed by the complainant, signed by the principal and sent to the Superintendent of Schools or designee. If the challenge relates to a book, the request must include the title, author, publisher, reason for objection and page number of each item to which objection is being made. The statement must be signed by the complainant and identification given which will allow for proper reply.

CROSS REFS.: IJJ/IJK, Textbook Selection And Adoption Supplementary Materials Selection  
And Adoption  
IJNC-R, Recourse Centers/Media Centers/School Libraries  
IJL, Library Material Selection Adoption  
EHC, Children's Internet Protection Act Internet Safety Policy

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**ARTICLE I. Name**

The name of the committee shall be the Instructional Materials Review Committee.

**ARTICLE II. Purpose**

Section 1. The purpose of the committee shall be to provide a broadly based group of patrons, students and staff of the Aurora Public Schools who shall review challenged books or other instructional materials used in the total instructional program of the District.

Section 2. The committee shall be nonpartisan, nonpolitical and nonsectarian.

**ARTICLE III. Membership**

Section 1. The Board appointed committee members shall be composed of:

- a. Three classroom teachers, one each representing elementary schools (K-5), middle schools (6-8) and high schools (9-12). At least one of the three teachers shall be a media specialist;
- b. One building level administrator;
- c. Five patrons of the Aurora Public Schools who are not employed by the District; and
- d. Two students representing the District's high schools. Students shall be appointed during their junior year and will serve two-year terms. Prior to serving on the committee, each student will be given a letter of authorization to be signed by the student's principal and the student's parent/guardian, indicating that they recognize that the student may be dealing with material of a controversial or questionable nature. The student will forward the signed letter to School

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Services.

- e. Division of Equity in Learning representative, non-voting
- f. District representative from Media Services, non-voting
- g. District facilitator, School Services, non-voting
- h. District secretary, School Services, non-voting

Section 2. Members of the Instructional Materials Review Committee shall be appointed by the Board of Education for three-year terms and shall work with the assistance of School Services. Two of the classroom teachers will be selected by the Aurora Education Association.

Section 3. Individuals may be reappointed to the committee by the Board of Education for a maximum of three consecutive terms.

**ARTICLE IV. Officers**

The officers of the committee shall be a chairperson and a vice chairperson. Officers shall be elected at the first regular meeting following the opening of school in the fall and shall serve a one-year term.

**ARTICLE V. Meetings**

Section 1. Regular Meetings

The committee shall meet at least twice each year. Minutes of the committee shall be submitted to the Board of Education.

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Section 2. Special Meetings

Special meetings of the committee may be called by the chairperson provided that all members of the committee have been sent notice of the special meeting, or notified by phone, at least five working days before the date of the meetings.

Section 3. Meetings of the Instructional Materials Review Committee shall be open to the public except that the committee may go into executive session by a majority vote of the members.

Section 4. A quorum for conducting business shall be five members.

**ARTICLE VI. Review of Materials**

Section 1. Upon receipt of an Instructional Materials Review request from School Services, the committee will convene to accept the challenge and receive the relative materials, including the book(s) and current reviews. The committee will establish a date within thirty working days of receipt of the challenge from School Services to discuss and vote on the material. The committee will not discuss the challenged material until after the material has been read and/or reviewed by all committee members.

Section 2. Members must read/review challenged material prior to the discussion meeting and provide reactions to the committee at the time the challenge is discussed. A review may include reading entire books or viewing movies, depending on the nature of the challenge.

Section 3. The District secretary will advise the complainant of the time and place of the discussion meeting to which the complainant shall be invited to present an oral and/or written statement concerning the challenged material. If an oral statement is presented, the statement will be limited to fifteen minutes. If a written statement is presented, it must be submitted to the District secretary at least three days before the

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committee will meet to discuss and vote on the challenge.

Section 4. At no time will the committee members exchange dialogue with the complainant outside of the formal meeting. If committee members are contacted by the complainant, they are encouraged to direct the complainant to School Services.

Section 5. Prior to discussing or voting on a challenge, the committee may request testimony from other District staff concerning the material as a means of meeting the appropriateness of criteria stated in policy KEC.

Section 6. The Instructional Materials Review Committee may establish ad hoc subcommittees to assist in their work.

Section 7. The committee's charge is to make a recommendation to the Superintendent, after voting, whether to:

1. Take no removal action;
2. Remove all or part of the challenged material from the District; or
3. Limit the educational use of the challenged material, which may include placing the material on a media center reserve shelf to which student access is limited.

The sole criterion for the recommendation of the Instructional Materials Review Committee shall be the appropriateness of the material for its intended educational use.

Section 8. No member of the committee shall vote on an issue which may be a conflict of interest. In case of doubt, the committee may vote to decide if a conflict of interest exists.

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- Section 9. Following discussing and voting on the challenge, the District secretary will forward the committee's recommendation to the Superintendent or designee.
- Section 10. The Superintendent or designee will have 10 working days from receiving the committee's recommendation to uphold or reverse it and to forward the decision to the complainant. If the complainant chooses to appeal the Superintendent's decision, the complainant will have 10 working days to appeal, in writing, to the Board of Education.
- Section 11. Upon receipt of the complainant's appeal, the Board of Education will have 30 working days to review the letter of appeal, the materials from the Instructional Materials Review Committee and other information as deemed appropriate.

The Board's options in reaching a decision on the appeal are:

- A. To uphold the Superintendent's decision; or
- B. To seek further information of their choice; or
- C. Take no removal action; or
- D. Remove all or part of the challenged material from the District; or
- E. Limit the educational use of the material, which may include placing the material on a media center reserve shelf to which student access is limited.

The decision of the Board of Education is final, whether because the Board has acted or because the time to seek Board action has passed without such action being sought.

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Section 12. School Services will forward the Board of Education's decision to the complainant; the school principal; the Division of Equity in Learning; and the committee members.

**ARTICLE VII. Amendments**

Amendments to the bylaws must be presented and voted on at a regular or specially scheduled meeting of the committee, and approved by a majority vote, provided said amendments are approved by the Superintendent and are not in conflict with the policies of the Board of Education. Formal Board of Education action is not required to approve bylaw amendments.

**ARTICLE VIII.**

All meetings of the committee shall be conducted in accordance with the latest revised edition of Robert's Rules of Order.