

ISB Process for Instructional Materials Reconsideration

I. Statement of Process

If a parent wishes that the use of a learning resource at ISB be reconsidered, he/she may request that a committee review the resource and make a decision whether it will remain in the curriculum at International School Bangkok.

This document addresses the process and timeline for reconsideration of instructional materials.

II. Request for Formal Reconsideration

A. Preliminary Procedures

1. If you wish that the use of an instructional material (novel, video, website, etc) at ISB be reconsidered, please review it thoroughly. For example, if it is a novel, we ask that you read it or if it is a video or website, we ask you to view it completely. If you are unable or uncomfortable doing this, please explain this when you meet with school staff.
2. Schedule an appointment to meet informally with the principal to discuss your concerns. The principal will seek to understand the nature of your concern and may request a future meeting after talking with curriculum staff, department or subject area leaders, and teachers. Sometimes concerns can be resolved through dialogue. You may, for example, request an accommodation for your child while this instructional material is in use.
3. However, if after meeting with the principal, you wish to request that the instructional material be removed from the curriculum at ISB, please ask the principal for a “Request for Reconsideration of Instructional Material” form. Each principal will keep forms on hand and make them available. All formal objections must be made on this form.
4. The Request for Reconsideration form shall be signed by the questioner and submitted by the principal or someone so designated by the principal to the Head of School.

B. The Reconsideration Committee

1. Upon receipt for formal reconsideration of a learning resource, the Head of School shall arrange for a meeting within 10 working days after the form is received. The Committee will consist of:
 - The Deputy Head of School
 - Two teachers selected by the Head of School

- Two parents selected at the beginning of each school year by the Chair of the Board of Trustees
2. The reconsideration committee may choose to consult school support staff and/or community persons with related professional knowledge.
 3. The reconsideration committee will make a decision within 25 working days after the complaint is received.
 4. The reconsideration committee shall review the challenged resource with the following guidelines:
 - Access to challenged material shall not be restricted during the reconsideration process.
 - The major criterion for the final decision is the appropriateness of the material for its intended educational use.
 - A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.

The reconsideration committee shall review the material by fulfilling the following recommended tasks. The committee, however, may vary these as deemed necessary on a case by case basis:

- Examine the challenged instructional material;
- Weigh merits and concerns and form opinions based on the material as a whole rather than on passages or sections taken out of context;
- Discuss the challenged instructional material in the context of the educational program;
- Determine professional acceptance by assessing use of instructional material in other schools and on educational organization book lists;
- Determine professional acceptance by reading critical reviews by educational professionals and professional critics (where available) of the resource;
- Discuss the challenged item with the individual questioner when appropriate;
- Prepare a written report.

The written report shall be discussed with the individual questioner if requested.

The written report shall be filed by the Head of School. It will be available, without names, through the Head of School's office.

Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the Board of Trustees as the final review panel. The Board of Trustees will determine if the reconsideration process

was followed. The Board of Trustees will not be involved in reviewing the content of the challenged instructional material.

Instructional material may not be reconsidered more than once. The result of the reconsideration committee and/or the Board of Trustees is final.