

# **OLYMPIC ESD 114 BOARD POLICY REMOVAL OF INSTRUCTIONAL MATERIALS**

## **POLICY 2022**

Instructional materials may be removed from collections at any time that they no longer meet the criteria for initial selection outlined in Policy 2020. Any instructional materials may be removed when the administration judges such removal to be in the best interests of the agency.

A citizen wishing to protest use of any instructional materials used by Olympic Educational Service District 114 in direct services to students must use the form for requesting reconsideration of instructional materials. These forms are available from the OESD 114 Instructional Materials Center. The complainant will deliver the completed request form to the Director of Instructional Materials who will take the following steps to assure timely consideration of requests:

1. Set a time and place for an open hearing of the complaint. Such hearing shall be within (thirty) 30 days receipt of the completed request form.
2. Notify the complainant and appropriate staff, including those using the materials, of the time and place of the meeting. Such notification shall include an invitation to present relevant information, oral or written.
3. Assemble such data, including reviews and professional opinions of the materials, the staff member's objectives in using the materials, and the specific objections of the complainant, as may be necessary to properly judge the request for consideration.

Hearings of a citizen's request for reconsideration shall be open to the public. Decisions of the Director of the Instructional Materials Center shall be delivered in writing to the complainant and affected staff within ten (10) days.

Date Adopted: October 20, 1988

Revised: October 17, 1996

Renumbered: March 2013, from 4080

Renumbered: January 21, 2016, from 4130