



## **Challenged Materials Policy**

### **Challenges of Materials**

Any person having a complaint about textbooks, media center or other instructional materials shall meet with a Building Administrator. If the matter cannot be resolved, the Building Administrator shall notify the Head of School and ask the complainant to use a **Request for Review** form which is available through building principals or at the district office. After receiving the completed form, the Head of School shall meet with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the Head of School, the complainant may request that the Board consider the complaint. If the Board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

### **Review Committee**

The committee's charge shall be:

- to review the material and prepare a written report containing conclusions and recommendations within 30 days;
- to direct a written report to the Board; and
- to send the complainant a copy of the report.

The Review Committee shall:

- Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and
- Weigh strengths and weaknesses and form opinions based upon the selection criteria.

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the Head of School shall request that the Board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

### **Removing Challenged Materials**

Challenged materials shall not be removed from use during the review period.

# Request for Review of a Textbook, Instructional Material, or Media Center Material

Request Initiated by \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

The material I object to is a: \_\_\_ film \_\_\_ recording \_\_\_ magazine \_\_\_ pamphlet \_\_\_ textbook

\_\_\_ other: \_\_\_\_\_

Book or other materials (title) : \_\_\_\_\_

Author \_\_\_\_\_ Publisher \_\_\_\_\_

1. To what in the material do you object? (Please be specific; cite pages or items.)

\_\_\_\_\_

2. What do you feel might be the result of using this material?

\_\_\_\_\_

3. Did you read or view all this material? \_\_\_\_\_ If no, how were the parts selected for reading or viewing?

\_\_\_\_\_

4. What do you believe is the theme of this material?

\_\_\_\_\_

5. What would you recommend the school do with this material?

\_\_\_\_\_

6. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective?

\_\_\_\_\_

7. Additional comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Administrator

Signature of Complainant

Date received: \_\_\_\_\_