



## **Instruction**

### **Procedures for Reconsideration of Challenged Materials**

The District recognizes the right of citizens to secure information about the curriculum and instructional materials from school officials and the right to file a formal complaint with the full expectation that they will receive a courteous and prompt reply.

Such formal complaint should be filed, in writing, with the secretary of the Board.

The complainant will be informed of the selection process and if requested, be provided with a printed copy of the selection procedures policy adopted by the Board.

The Board will determine the appropriate response to the complaint. If deemed necessary, the Board will appoint an ad hoc committee to review the complaint.

The ad hoc committee may include but not be limited to the superintendent and/or his designee, the building principal, the library/media specialist, representative teachers, parents, and students. The ad hoc committee will meet its obligations by:

1. Reading, viewing or listening to the challenged material in its entirety.
2. Checking established and accepted selection tools to determine the general acceptance of the challenged material.
3. Establishing relevance of the challenged material to the curriculum and other student needs.
4. Completing an appropriate checklist including a judgment of the challenged material as a whole for its value in the support of the overall goals and objectives of the educational program.
5. Completing a written recommendation to be presented to the superintendent and the Board.
6. Reporting all challenged materials and actions to the American Library Association Office for Intellectual Freedom.

A decision to retain or exclude the challenged material will be determined by the Board and the complainant will be notified in writing as to the Board's decision.

No instructional material shall be removed from the school(s) without formal action by the Board.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 8:110 (Public Suggestions and Concerns)

REVIEW HISTORY: Reviewed 1995, 1999, 2004, February 2017