

**Billings School District 2**

**INSTRUCTION**

Challenges to Educational Materials Procedures

If the material in question is a library material, the first step of the reconsideration process is an informal discussion with the librarian and/or principal. If the material is a classroom material, the first step of the reconsideration process is an informal discussion with the classroom teacher and/or principal. If the challenge is not resolved, completion of the District's Request for Reconsideration Form will begin the formal process of reconsidering the challenged material. When a written complaint is filed through the school principal, it is sent immediately to the appropriate Director of Education who will then convene the Review Committee. There are two standing Review Committees, representing the K-6 level and the 7-12 level. When a Review Committee is needed for the reconsideration process, one librarian, one teacher, one parent, and one building administrator will be pulled from the available Review Committee member pool, representing K-6 or 7-12, as appropriate. The committee members called to serve will not be from the school where the reconsideration request originated. This committee should be convened as rapidly as possible, and in no case longer than ten (10) school days. During this period the book or other materials in question will be available for check out with no restrictions until the committee review is completed. Any material may only be challenged once per school year. The attached flow chart labeled Appendix C and entitled "Challenges to Educational Materials" provides a graphic representation of the challenge process.

Once the book and professional selection and review tools (as listed in Appendix A) are in the hands of the committee, the report of this committee should be completed as rapidly as possible, and in no case longer than (15) school days.

Instructions will be given to the Review Committee (see Appendix B). A written report detailing the committee's decision will be sent to the complainant and the appropriate Director of Education. The appropriate Director of Education will send a summary of the decision to the Superintendent and all other district employees.

The appropriate Director of Education will keep all articles and correspondence associated with each material challenge.

Any affected person may appeal the decision of the Review Committee to the Board of Trustees within ten working days of the issuance of the Review Committee's decision. The appeal must be made in writing to the District Clerk. Upon receipt of a written request for appeal from the Clerk, the Board Chair will either (1) place the appeal on the agenda of a regular or special Board meeting or (2) appoint an appeals panel of not less than three Trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel shall meet to consider the appeal and then make a written recommendation to the full Board. A decision of the Board is final.

Following the decision by the Board of Trustees in item 4 above, the complainant and all school



Appendix A

The following recommended lists shall be consulted in the selection of materials, but selection is not limited to their listings:

Bibliographies (latest editions available, including supplements):

American Historical Fiction  
Basic Book Collection for Elementary Grades  
The Best in Children's Books  
Children and Books  
Children's Catalog  
Elementary School Library Collection  
European Historical Fiction and Biography  
Guide to Sources in Educational Media  
Junior High School Catalog  
Reference Books for School Libraries  
Subject Guide to Children's Books in Print  
Subject Index to Books for Intermediate Grades  
Subject Index to Books for Primary Grades  
Westinghouse Learning Directory  
and as part of the vertical file index, other special bibliographies, many of which have been prepared by educational organizations for particular subject matter areas.

Current reviewing media:

AASA Science Books and Films  
American Film & Video Association Evaluations  
Booklist  
Bulletin of the Center for Children's Books  
Horn Book  
Kirkus Reviews  
School Library Journal

**Appendix B**  
**Instructions to Reconsideration Committee**

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.

At the conclusion of your discussion of the questioned material, your written report will be sent to the complainant and the superintendent. The report will include a copy of the original complaint. The report should summarize the reasons for the committee's decision and what action should be taken by district employees. The appropriate Director of Education will inform all district employees of the committee's decision.

Appendix C  
Graphic Representation of  
Challenges to Education Materials Procedures

