

## **Process for Challenging Instructional Materials**

### **Challenged Material**

The existing procedure for processing and responding to criticism of approved materials shall be followed. This procedure includes a formal, signed complaint of standard format and an appointed committee to re-evaluate the material in question.

**Legal Reference:** Code of Federal Regulations Title 45, 116.7(b)

**121a.602 Adoption of complaint procedure (Education of Handicapped Children)**

**Policy adopted:** August 20, 2001

**1312.1**

### **Community Relations**

### **Challenged Material**

### **Materials Selection**

#### **I. Review and Selection of Materials**

**Administrators, librarians, and teachers are responsible for the selection of appropriate educational material in accordance with the guidelines set forth in the Board of Education Policy #3410.**

**In addition to the general policy guidelines, the following specific criteria are set forth below for greater clarification. Educational materials for purchase are to be considered on the basis of:**

**overall purpose**

**timeliness or permanence**

**importance of the subject matter**

**quality of the writing/production**

**readability and literary quality**

**authority and/or significance of the author/artist/composer/producer**

**format, durability and price**

**teachers', students' and parents' suggestions and recommendations**

**Material selection is more than a process of material acquisition: it involves a process of continuous review of instructional materials. Administrators and teachers will regularly review procedures to assure the currency and adequacy of their materials collections.**

## **II. Complaint Procedures**

**Despite the care taken to select worthwhile materials and the qualifications of teachers selecting and recommending materials, occasional objections may be made. In order to facilitate the handling of complaints, the following procedure has been established.**

- 1. The complainant will identify him/herself and the specific nature of the complaint.**
- 2. The complainant will talk to the educator(s) involved, seeking resolution of the issue and the educator(s) shall report same to the building Principal, including the resolution thereof, if any.**
- 3. The complainant will file, failing satisfactory resolution, a formal written complaint on the form entitled, "Request for Reconsideration of Materials" (available from the building Principal.)**
- 4. The building Principal will seek resolution with the complainant and the educator(s) involved on the basis of the written complaint.**
- 5. If the issue remains unresolved, the building Principal will submit the complaint to the Chairperson of the Superintendent's Review Committee (SRC) who will be appointed by the Superintendent at that time.**

**The committee will consist of:**

- a. a member of the Superintendent's immediate staff;**
- b. the WEA president or designee;**
- c. the IAA president or designee;**
- d. no fewer than three classroom teachers, representing level and department or specialization germane to the complaint, and one librarian/media specialist who will be appointed jointly by the Superintendent and the president of the WEA. If good faith efforts by the Superintendent and the president of the WEA to agree on these appointments shall fail after a reasonable period of time, the Superintendent shall make these appointments to the committee;**

- e. three citizens, to be appointed by the Superintendent.
6. The Chairperson will schedule a hearing of the SRC with the parties to the complaint:
    - a. the educator(s) involved in the complaint on matters relevant to the selection and educational use of the material in question.
    - b. the complainant on matters relevant to the material in question and on its educational use.
  7. The SRC will render an evaluative judgment and recommendation, in writing, to the Superintendent.
  8. Within ten days of receiving the SRC's recommendation, the Superintendent will render a disposition, in writing, to the parties involved in the complaint.
  9. Complainant or educator(s) desiring to appeal the Superintendent's disposition to the Board of Education must do so within 30 days of the date on which the Superintendent rendered the decision.
  10. Challenged materials, once judged appropriate, shall be reviewed, if challenged again, only if the Superintendent determines that circumstances so warrant.

**Regulation approved: December 6, 1976**

**Regulation modified: August 20, 2001**