

PROCEDURE FOR FILING

PROCEDURE FOR FILING A REQUEST FOR REVIEW OF MATERIALS AND BOOKS

1. Procedure:

- A. If a person has a reason to believe that some curriculum material or book is objectionable, biased, misleading, or false, the person should contact the appropriate principal. If informal discussion does not resolve the question, the person making the request shall be required to fill out a request for review form. Once the request has been filed, it will be forwarded to the Assistant Superintendent who will convene the appropriate committee.

The questioner and the Standards Committee shall be requested to review the entire book or material and evaluate it in light of the criticism presented. (Many times a questioner has not looked at the complete book or material, but rather has taken something out of context.)

A meeting will be called at a time convenient to all. The questioner may present information relating to the review request. Other pertinent facts and information will be considered and the committee will make a decision. A majority vote of the Standards Committee will decide the issue.

- B. If the decision is not satisfactory, an appeal may be made to the Superintendent who will meet with the questioner and render a decision.
- C. If the Superintendent's decision is unsatisfactory, it may be appealed to the School Committee. The School Committee will hear the question and review the previous proceedings and will render a decision at that time. All decisions will be confirmed in writing.

2. Standards Committee:

The Committee will consist of:

1. School Committee member
2. Assistant Superintendent
3. Principal or Assistant Principal
4. Teacher using material or book
5. Appropriate subject area coordinator from the District

Note: Members 4 and 5 may change due to the nature of the material or area where it is used. This could include librarians or teachers.

3. Since the diversity and range of materials are greatest in the libraries, the selection process for library materials is attached for informational purposes.

**Approved at the Joint School Committee Meeting of October 25, 2012.
Source: Adopted by the Old Rochester Regional School District/Massachusetts
Superintendency Union #55 on November 26, 1979**

Cross Ref. KE