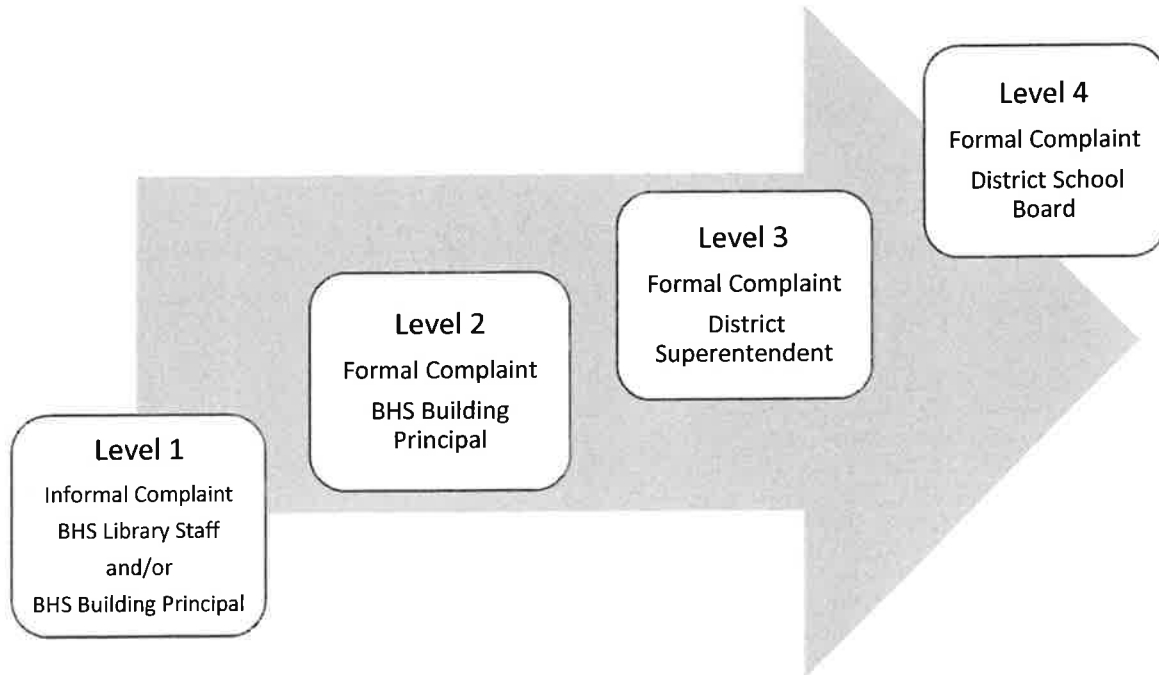


Appendix A:

- Book Challenge Procedure Explained
- Official Book Challenge Complaint Form
- Belgrade School District #44 School Board Policy: Uniform Complaint Procedure

Appendix A: Book Challenge Procedure & Official Form



The Book Challenge Process:

In the event there is a book challenge, the challenger(s) and school will follow the school district's "Uniform Complaint Procedure" as per the Belgrade School District #44's School Board Policy. Once all parties involved are satisfied with the proposed resolution, the matter is considered resolved. Resolution can happen at any stage in the process. If, however, the parties cannot come to an agreement, the challenge will continue chronologically through the levels of the Uniform Complaint Policy until the matter reaches a resolution (see diagram above and/or the School Board Policy).

The Official Book Challenge Form:

In the case of a formal book challenge (Level 2 and higher), challengers are asked to fill out our official book challenge form. This form is meant to serve as a communication tool to help challengers and the school district fully understand the nature of the complaint so a resolution can be reached efficiently. The form can be found on the next page or challengers may request a copy from the Belgrade High School Librarians.

**Belgrade High School Library Learning Commons
Belgrade Public School District #44
Formal Book Challenge Complaint Form**

Full Name of Challenger or Group Contact Person:

Role of Person Initiating the Challenge: (Please circle all that apply)

Community Member Parent/Guardian Student District Employee Other (please specify):

Contact Information for Contact Person:

Phone Number _____ Email _____

Street Address _____

City _____ State _____

To which resource/book from the Belgrade High School Library do you object?

Title: _____

Author: _____

Publisher: _____ Publication Date: _____

Frequency of Circulation in the Library: _____

Please circle "Yes" or "No" in response to the following questions:

1. Have you read or viewed this resource in its entirety? Yes No

2. Have you read the Belgrade High School Library's Collections Policy? Yes No

3. Have you read reviews on this resource? Yes No
If yes, which review(s) have you read? Please attach them if possible.

We urge you to discuss this material with our staff members. With whom have you discussed this resource? (Please select all who apply)

- a. A Belgrade High School Teacher-Librarian
- b. A Belgrade High School Classroom Teacher
- c. A Belgrade High School Counselor
- d. Our Belgrade High School Principal
- e. Other staff in the Belgrade Schools (please specify) _____.

What are your specific objections about this resource? Please offer specifics and page numbers of these specific objections.

In your opinion, what is the theme or purpose of the resource as a whole?

In your opinion, what *could* be the value of this material within the BHS Library?

What positive *and* negative effects do you feel this resource could have on students?

For what age group, if any, would you recommend this material? Please explain.

What would you like to see happen to this resource? (Please circle all that apply.)

- a. Do not allow my individual student to checkout this resource.
- b. Do not use with a specific group of students. Please specify which group you feel should **NOT** be allowed to access this text: _____
- c. Please have this resource evaluated by educational staff and/or administrators.
- d. Withdraw the resource from the collection, preventing all students from accessing it.
- e. Other (please specify):

*Need more space? Feel free to attach further information or responses as needed.

Signature of Concerned Party _____

Date _____

After completing the official book challenge form, please sign, date, and share a copy with the following parties. The school would be happy to provide copying services as needed (related to the challenge)

- 1 Copy to a BHS certified Teacher Librarian.
- 1 Copy to the Belgrade High School Principal
- 1 Copy for the challenger (please keep for your records)

Thank you for taking the time to file a formal complaint in regard to materials housed by the Belgrade High School Library. Please know we value your perspective and will closely evaluate the resource and your concern to ensure all materials in our library are appropriate for our patrons and align with the mission of our library, our school, and our school district.

1 **Belgrade School District #44**

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3 **INSTRUCTION**

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5 Learning Materials Review

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7 Citizens objecting to specific materials used in the District are encouraged to submit a complaint
8 in writing using the Uniform Complaint Procedure (Policy 1700) and discuss the complaint with
9 the building principal prior to pursuing a formal complaint.

10

11 Learning materials, for the purposes of this policy, are considered to be any material used in
12 classroom instruction, library materials, or any materials to which a teacher might refer a student
13 as part of the course of instruction.

14

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17 Cross Reference: 1700 Uniform Complaint Procedure

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19 Policy History:

20 Adopted on: June 13, 2011

21 Reviewed on:

22 Revised on:

1 **Belgrade School District #44**

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3 **THE BOARD OF TRUSTEES**

1700

Page 1 of 3

4
5 Uniform Complaint Procedure

6
7 The Board establishes this Uniform Complaint Procedure as a means to address complaints
8 arising within the District. This Uniform Complaint Procedure is intended to be used for all
9 complaints except those governed by a collective bargaining agreement.

10
11 The District requests all individuals to use this complaint procedure, when the individual
12 believes the Board or its employees or agents have violated the individual's rights under: (1)
13 Montana constitutional, statutory, or administrative law; (2) United States constitutional,
14 statutory, or regulatory law; or (3) Board policy.

15
16 The District will endeavor to respond to and resolve complaints without resorting to this formal
17 complaint procedure and, when a complaint is filed, to address the complaint promptly and
18 equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder
19 will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is
20 not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not
21 extend any filing deadline related to pursuit of other remedies.

22
23 The Superintendent has the authority to contract with an independent investigator at any time
24 during the complaint procedure process. Within fifteen (15) calendar days of the
25 Superintendent's receipt of the independent investigator's report and recommendation, the
26 Superintendent will respond to the complaint and take such administrative steps as the
27 Superintendent deems appropriate and necessary.

28
29 Level 1: Informal

30
31 An individual with a complaint is first encouraged to discuss it with the appropriate teacher,
32 counselor, or building administrator, with the objective of resolving the matter promptly and
33 informally. An exception is that a complaint of sexual harassment should be discussed directly
34 with an administrator not involved in the alleged harassment.

35
36 Level 2: Building Administrator

37
38 When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed
39 and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event
40 or incident giving rise to the complaint, including any school personnel involved; and (3) the
41 remedy or resolution requested. This written complaint must be filed within thirty (30) calendar
42 days of the event or incident or from the date an individual could reasonably become aware of
43 such event or incident.

44
45 When a complaint alleges violation of Board policy or procedure, the building administrator will
46 investigate and attempt to resolve the complaint. The administrator will respond in writing to the

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4 complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

5
6 If either the complainant or the person against whom the complaint is filed is dissatisfied with
7 the administrator's decision, either may request, in writing, that the Superintendent review the
8 administrator's decision. (See Level 3.) This request must be submitted to the Superintendent
9 within fifteen (15) calendar days of the administrator's decision.

10
11 When a complaint alleges sexual harassment or a violation of Title IX of the Education
12 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of
13 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the
14 complaint over to a District nondiscrimination coordinator. The coordinator will complete an
15 investigation and file a report and recommendation with the Superintendent. A coordinator may
16 hire, with the approval of the Superintendent, an independent investigator to conduct the
17 investigation. Within fifteen (15) calendar days of the Superintendent's receipt of the
18 coordinator's or independent investigator's report and recommendation, the Superintendent will
19 respond to the complaint and take such administrative steps as the Superintendent deems
20 appropriate and necessary. If either the complainant or the person against whom the complaint is
21 filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the
22 Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be
23 submitted in writing to the Superintendent, within fifteen (15) calendar days of the
24 Superintendent's written response to the complaint, for transmission to the Board.

25 26 Level 3: Superintendent

27
28 If either the complainant or the person against whom the complaint is filed appeals the
29 administrator's decision provided for in Level 2, the Superintendent will review the complaint
30 and the administrator's decision. The Superintendent will respond in writing to the appeal, within
31 thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to
32 the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2)
33 conduct a separate or supplementary investigation; (3) engage an outside investigator or other
34 District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in
35 resolving the complaint.

36
37 If either the complainant or the person against whom the complaint is filed is dissatisfied with
38 the Superintendent's decision, either may request, in writing, that the Board consider an appeal
39 of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the
40 Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the
41 complaint, for transmission to the Board.

42 43 Level 4: The Board

44
45 Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon
46 receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a

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regular or special Board meeting; *[or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board.]* The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting *[at which the Board considered the appeal or the recommendation of the panel]*. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.

Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
Title II of the Americans with Disabilities Act of 1990
§ 504 of the Rehabilitation Act of 1973

Policy History:

Adopted on: 6/13/2011
Reviewed on:
Revised on: