



Administrative Guideline: Challenged Materials
Board Policy Number: 109
Board Policy Review Date: 02/09/2016

Challenged Materials (from Policy 109)

The review of challenged materials shall be handled objectively, weighing the value of the material as a whole and not on passages or segments considered out of context.

The challenged resource shall remain in the curriculum and/or library until the review process has been completed and a decision has been made.

The administration, in coordination with the designated staff, is directed to adopt administrative procedures to respond to the selection and review of instructional and library materials. Evaluation and revision of the procedures shall be made periodically as a component of the district's Comprehensive Plan.

The Superintendent shall be responsible for overseeing all matters relating to resource materials and shall notify the Board of any recommendations for removal of materials caused by parental concerns.

Administrative Procedures for the Review of Challenged Materials

Any member of the school district community, including parents and staff, have the right to challenge instructional materials or library collection materials considered inappropriate for the district's educational program. The following procedures will be followed if a complaint about the appropriateness of materials is raised.

- Complaints will be forwarded to the building principal.
 - The principal will meet with the supervisor of curriculum and appropriate department leader to discuss the complaint.
 - The principal will contact the complainant to discuss and attempt to resolve the issue informally by explaining the philosophy and goals of the school district curriculum and/or the library media center.
- The individual responsible for the complaint will be provided the Request for Review (RfR) form (Appendix A) and HSD Board Policy 109 regarding the selection of materials. If the RfR form is not returned within two weeks of the complainant receiving it, the challenge will be dismissed.

- The material will remain in the collection of the school library or classroom during the review process; however, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.
- If/when the RfR form is returned by the complainant, the assistant superintendent will be notified.
- Within four weeks of receipt of the RfR form, the assistant superintendent or the curriculum supervisor will assemble a school-level committee that will review the material.
 - The committee will include the building principal, a school librarian, assistant superintendent and/or a supervisor of curriculum, a classroom teacher, two department leaders (including at least one from the reading, English, or library departments), a school counselor or school psychologist, and a parent representative other than the complainant. The assistant superintendent and/or supervisor of curriculum will head the committee.
 - The committee will review and evaluate the material in question, following the guidelines set forth in the Instructions to the RfR Committee (Appendix B).
- Within two weeks of meeting to discuss the challenged material, the committee will produce and forward to the superintendent a report detailing the results of the review and recommendations regarding the material.
- Within two weeks of receipt of the committee report, the superintendent will review the report and act on the recommendations regarding the material.
 - If the committee recommends removal of the material, the superintendent shall notify the Board of the challenge and recommendation for removal made by the committee following a review of the material. Thereafter, the challenged material will be removed from the collection or curriculum at the level across the system. The committee may recommend that the material be accessible on a restricted basis.
 - If the committee recommends that the material remain in the school collection, the superintendent shall inform the Board that a challenge to existing school material was received, that the material was reviewed in accordance with board policy, and that per committee recommendation, the challenged material will remain in the school curriculum or collection.
- The building principal will notify the complainant with the committee's recommendation shared with the board as soon as the principal can arrange for this sharing to occur.
- If the complainant is not satisfied with the decision made, (s)he may appeal in writing to the Board of Education within two weeks of the principal sharing the decision with the complainant.