

**INSTRUCTIONAL AND LIBRARY MATERIALS – CHALLENGED
ADMINISTRATIVE PROCEDURE**

I. A review committee of at least seven (7) members, consisting of:

- (1) Building Principal
- (2) Students
- (2) Community members (one or more shall be parents/guardians)
- (2) Staff Members – (1) English Teacher

shall be appointed each year by the superintendent, subject to the approval of the Board. It shall be the duty of this committee to review any material, which has its appropriateness challenged and to complete the review within ten (10) working days. No selected materials, whose appropriateness is challenged, shall be removed from the school, except upon the written recommendation of this committee with the concurrence of the Principal and Superintendent, or by the Board when a recommendation of a review committee is received. Access to questioned materials can be denied the student, if the parent/guardian so desires.

II. In the event a complaint is made, the following procedures will apply:

- A. The complaint shall be heard first by the person(s) providing the material in question.
- B. All complaints to staff members regarding any material shall be immediately reported to the Building Principal involved, whether the complaint is by telephone, letter or in personal conversation.
- C. The Building Principal, in concord with the teacher involved, shall contact the complainant to discuss the complaint and attempt to resolve it informally.
- D. If the complaint is not resolved informally, the complainant shall be supplied with a standard printed form (IJJ-E1/IJL-E1), which shall be completed and returned before consideration is given to the complaint.
- E. If the Principal does not receive the formal request for consideration within two (2) weeks, the complaint is considered closed.
- F. Upon receipt of a completed IJJ-E1/IJL-E1 form, the Principal will call a meeting of the review committee to consider the complaint.

III. The committee shall meet to discuss and evaluate the disputed material and shall prepare a written report on the material containing their recommendation or disposition of the matter. The review committee shall:

- A. Examine the challenged material using IJJ-E2/IJL-E2.
- B. Determine professional acceptance by reading critical reviews of the material, if readily available.
- C. Weigh values and faults and form opinions based on the material as a whole rather than on passages and selections taken out of context.
- D. Discuss the challenged resource in the context of the educational program.
- E. Extend an invitation to discuss the challenged item with the complainant when appropriate.
- F. Prepare a written report to be submitted to the Superintendent.

The Superintendent/designee shall notify the complainant of the decision. In answering the complainant, the Superintendent/designee shall explain how and why the material was selected, give the guidelines used in selection, and cite authorities used in reaching decisions. If the committee decides to retain the work that prompted the complaint; the complainant shall be given an explanation. If the complaint is judged valid, the Superintendent/designee will acknowledge it and make recommended changes as suggested by the review committee.

- IV. If the complainant is still not satisfied, they may appeal to the Board, through the Superintendent. The Board will make a final determination of the issue. The Board may set aside a portion of a regular meeting or call a special meeting for the purpose of receiving testimony from representatives of the various points of view. The material in question shall be:

- A. Reviewed objectively and in its full content;
- B. Evaluated in terms of the needs and interest of students, school, curriculum and community;
- C. Considered in the light of differing opinions; and
- D. Reviewed in light of the criteria for initial selection and purpose as provided herein.

The Board will announce its decision in writing no later than the conclusion of the next regular meeting of the Board following its receipt of said testimony.

BOOKS FOR ORAL OR WRITTEN REPORTS: Each student may be presented with a list of books for possible reading. If any student chooses a book containing subject material,

which they consider improper, they should bring the material to the attention of their teacher and should choose a different book for their report.

The teacher shall supply the student with a review form IJJ-E1/IJL-E1 when the student makes the objection.

BOOKS FOR IN-DEPTH CLASS STUDY: If any student or parent/guardian has a valid objection to any book discussed in any classroom, they should follow the steps to have the book reviewed.

The teacher shall supply the student with an alternate book for equal credit. The above excludes textbooks.

MULTI-MEDIA: Each teacher will assume responsibility for the quality of any enrichment materials used in their classroom.

DATE ADOPTED: JULY 1, 2003

DATE REVISED: FEBRUARY 5, 2025