

Handling of Questioned or Challenged Materials

The review procedure as outlined below shall be followed for challenges of any instructional materials in any subject area or media center.

Honest differences of opinion may occur, and these should be handled in an impartial and factual manner. An orderly procedure which will assure a fair hearing to those who have objections and which will also protect the district and its employees from unreasonable demands is necessary. The procedure described below is intended to assure that carefully considered judgments are made in response to criticism or objections. The following procedure shall apply to all challenges from whatever source:

1. All complaints to staff members shall be reported immediately to the building principal involved, whether these come by telephone, letter or by personal conference. The building librarian/media specialists should be informed of any complaint as soon as possible;
2. The principal shall encourage the complainants to discuss the nature and use of the material with appropriate subject area specialist, coordinator, consultant or media specialist. If the complaint refers to use of the materials in the classroom, the complainant shall be given the opportunity to talk to the teacher involved;
3. If the complainant wishes to pursue the matter further, he/she shall be supplied with a standard printed form, Request for Reconsideration of Materials, which must be filled out and returned to the building principal before formal consideration shall be given to the complaint;
4. Materials subject to complaint shall not be removed from use pending final action by the Board;
5. The superintendent shall arrange for a review committee of seven, consisting of an administrator, two representative classroom teachers, a Board member, one lay person, one site council committee member and an instructional media specialist, subject area specialist or consultant, as appropriate. The superintendent, or his/her designee shall serve as nonvoting secretary and chair.
 - a. The lay person, the local advisory committee member and Board member shall be appointed by the Board chair;
 - b. The committee shall meet as soon as possible and return a written report of its findings to the superintendent within six weeks of its appointment;
 - c. The committee may recommend that the questioned materials be:
 - (1) Retained without restriction;
 - (2) Retained with restriction. (Nature of restriction shall be specified.) Materials placed under restriction, as specified above, shall be reconsidered by a review committee during the April month after the academic year in which the restriction was placed;

(3) Not retained.

- d. The superintendent shall report the recommendation of the review committee to the Board at the next regular meeting, whose decision shall be final;
- e. This policy conforms to and fulfills the requirements of Oregon Minimum Standards for Public Schools.

CHALLENGE REQUEST FORM FOR INSTRUCTIONAL MATERIAL
(Submit to superintendent)

Book or Other Printed Material if Applicable:

Author _____ Hardcover _____ Paperback _____ Other _____
Title _____ Publisher _____ Date of pub. _____

Digital media, if applicable:

Title _____ Producer/Source (if known) _____

Type of digital media (video, etc.) _____

Request initiated by _____ Telephone _____
Address _____ City _____ Zip _____

Person making the request represents

Self _____ (Print name)

Group or organization

Name of Group _____

1. To what in the item do you object? (Please be specific, cite pages, frames, etc.)

2. In your opinion what harmful effects upon students might result from use of this item?

3. Do you perceive any instructional value in the use of this item?

4. Did you review the entire item? If not, what sections did you review?

5. Should the opinion of any additional experts in the field be considered? Yes No

Please list suggestions if any: _____

6. What would you like the school to do about this material?

Do not use it with my student.

Withdraw it from use.

Send it back to the selector or selectors for evaluation.

Other _____

7. In place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended? _____

8. Do you wish to make an oral presentation to the Review Committee? Yes No
If yes, please call the superintendent's office at [_____].

Signature

Date

References: