

Handling of Questioned or Challenged Materials

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

1. All complaints, whether by telephone, letter or personal conference, shall be reported immediately to the building supervisor and staff member or members involved.
2. The building supervisor shall encourage the complainant to discuss the nature and use of the materials with the appropriate member(s) of the staff or with the classroom teacher.
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 three, consisting of one representative classroom teacher, a Board member, and a subject area specialist. The building supervisor shall serve as nonvoting secretary and chairman.
 - a. The Board member shall be appointed by the chairperson of the Board.
 - b. The committee shall meet as soon as possible and return a written report of its findings to the superintendent within three weeks of its appointment.
 - c. The committee may recommend that the questioned material 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 after the academic year in which the restriction was placed;
 - (3) Not retained.
6. The superintendent shall immediately report the recommendation of the review committee to the Board whose decision shall be final.
7. The decision of the Board shall be transmitted to the staff of the school concerned and to other appropriate professional personnel and to the complainant.

PINE EAGLE SCHOOL DISTRICT NO 61
REQUEST FOR RECONSIDERATION OF LIBRARY AND/OR CURRICULUM MATERIALS

Title: _____

Author/Producer: _____

Book: _____ Other Material (state type): _____

Request Initiated by: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Complainant Represents:

_____ Individual
_____ A Group (identify): _____

1. Did you read or view the entire book or material? _____ If not, what parts? _____

2. What, as you see it, is the theme of this book or material? _____

3. To what in the material do you object? (Please be specific: state why, cite pages, scenes, etc.)

4. What do you feel might be the result of reading or viewing this material? _____

5. Are there any redeeming features to the material? _____

6. For which age group would you recommend this material? _____

7. What would you like your school to do about this material?
_____ Do not assign it to my child.
_____ Withdraw it from all students.
8. In its place, is there any material of equal quality you could recommend that would convey as valuable a picture and perspective of our civilization? _____

Date: _____ Signature of Complainant: _____