

SECTION: PROGRAMS

TITLE: RECONSIDERATION OF INSTRUCTIONAL MATERIALS

ADOPTED: SEPTEMBER 15, 2003

REVISED:

SENECA VALLEY SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">109.1. RECONSIDERATION OF INSTRUCTIONAL MATERIALS</p> <p>Reviews of instructional materials must be treated objectively and unemotionally. This policy shall apply to classroom and library books and nonprint material/ learning resource center materials.</p> <p>If materials are questioned:</p> <ol style="list-style-type: none"> 1. No duly selected materials whose appropriateness is challenged shall be removed except upon the recommendation of a review committee. 2. All complaints shall be filed by the complainant, in writing, to the building principal involved. 3. The principal shall attempt to resolve the complaint informally by explaining the philosophy and goals of the school district and/or the library. 4. If the complaint is not resolved informally, the complainant shall be supplied with a formal packet of materials consisting of the district's instructional goals and objectives, materials selection statement, and the procedure for handling objections. This packet shall also include a standard printed form which shall be completed and returned before consideration will be given to the complaint. 5. If the formal request for reconsideration has not been received by the principal within two (2) weeks, the matter shall be considered closed. 6. Any complainant who objects to district instruction or reference material from the classroom or library must complete the "Request for Reconsideration of Instructional Materials" form and submit the form to the principal. The principal shall immediately notify the Superintendent of the complaint.
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7. Within three (3) working days, a review committee, Materials Review Committee, shall be appointed by the Superintendent to determine the validity of the objection. It is suggested the committee be composed of:
 - a. Assistant Superintendent.
 - b. Building principal.
 - c. Building librarian.
 - d. Department head in the subject field of the questioned material.
 - e. A district parent appointed by the principal from the Communicators Committee.
 - f. The committee may also include two (2) students.
8. The Superintendent shall also name a convener who will arrange a committee meeting within ten (10) working days.
9. The review of questioned materials shall be treated objectively and as an important matter. The committee shall:
 - a. Read completely and discuss the material and any appropriate reviews.
 - b. Weigh the positives and negatives and form opinions based on the material as a whole, not on passages pulled out of context.
 - c. Prepare a written report for the Superintendent.
10. Every opportunity shall be afforded those persons or groups questioning school materials to meet with the committee and to present their opinions. The school librarian or staff member and any other persons involved in the selection of the questioned material shall have the same opportunity. The best interests of the students, the curriculum, the school and the community shall be of paramount consideration.
11. The written report shall be retained by the school principal, with copies forwarded to the Assistant Superintendent and the Superintendent. The principal shall notify the complainant of the decision.

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	<p>12. Written reports, once filed, are confidential and available for examination by appropriate individuals only.</p> <p>13. The decision of the review committee is binding for the individual school building.</p> <p>14. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of the professional involved in the original selection and/or use of the material.</p> <p>15. No material shall be removed from use until the review committee has made a final decision. Appeals of the decision of the review committee may be made through the Superintendent to the Board.</p>
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