

PROCEDURE FOR RECONSIDERATION OF LIBRARY OR INSTRUCTIONAL MATERIALS

Despite the care taken to select materials for student and teacher use, it is recognized that occasional objections may arise from community members, students, or parents. The Windham School Board recognizes that the final authority as to what materials an individual student will be exposed to rests with the student's parents or guardians. However, at no time shall the wishes of one child's parents or guardians to restrict his/her reading or viewing of a particular item infringe on another parent's rights to permit his/her child to read or view the same material.

If a complaint is made under Policy KEC, it will be reviewed under the following procedures:

1. Staff members receiving verbal complaints shall promptly notify the building principal. The principal will provide the following policies to the resident:
 - a. KEC - Public Concerns/Complaints About Instructional Materials
 - b. KEC-R - Procedure for Reconsideration of Library or Classroom Materials
 - c. IJ - Instructional Materials
 - d. IJL - Instructional Materials: Selection and Adoption

2. If the complainant decides to pursue his/her complaint after reviewing these policies, he/she will be asked to fill out the *Request for Review of Materials* form and submit it to the principal. A copy of the completed form will be submitted to the superintendent of schools, district library media specialist, and classroom teacher (if appropriate).

3. Upon receipt of a completed *Request for Review of Materials* form, the Superintendent or his/her designee shall then appoint a review committee composed of the following persons to consider the complaint: the Curriculum Coordinator who will act as the chair of the committee, the building principal, one classroom teacher at the appropriate grade level, the department head or a specialist in the subject area of the challenged material, one community member, and one student at the grade level of the challenged material (if age appropriate).

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4. The review committee shall:
 - * read/view and examine the materials referred to in the *Request for Review of Materials* form,
 - * check general acceptance of the materials by reading reviews,
 - * weigh values and faults against each other and form opinions based on the materials as a whole and not on passages or portions pulled out of context, keeping the best interests of the students, curriculum and community in mind,
 - * meet to discuss the materials and prepare a written recommendation within fourteen (14) calendar days of the filing of the complaint,
 - * forward the written recommendation to the complainant and the superintendent of schools.
5. Notwithstanding any procedure outlined in this policy, the complainant shall have the right to appeal any decision of the review committee to the Windham School Board as the final review panel.
6. Should the complainant decide to appeal the decision of the review committee, the Superintendent will arrange a meeting of the school board, complainant and review committee at which time both parties will present their cases. After hearing the presentations, the school board will have a period of five (5) working days to present a finding. The Superintendent will inform both the complainant and the review committee of the final decision of the school board.
7. No materials shall be removed from use until the final decision on the complaint has been made.

REQUEST FOR REVIEW OF MATERIALS

Title _____

Author, Editor or Producer _____

Publisher _____

Format of material _____

Request initiated by:

Name _____

Address _____

Phone _____

Complainant represents:

Himself/herself _____

Name of organization _____

1. To what material do you object? (Please be specific; cite pages, video segments, etc.)

2. What do you feel might be the result of a student becoming exposed to this material?

3. Would you recommend this material for a different age group? _____

4. Is there anything of value present in this material? _____

5. Did you read the entire book/examine all of the AV material? _____

If not, what sections did you look at? _____

6. Are you aware of the judgment of this material by reviewing sources (such as the American Library Association or other peer review organization)? _____

7. What do you believe is the theme of this material? _____

8. What would you like the school to do with this material? _____

9. In place of this material could you recommend other material, which you consider to be of equal or superior educational quality? _____

10. Other comments: _____

Date

Signature of Complainant