

October 18, 2010

WATERVILLE VALLEY ELEMENTARY SCHOOL

PROCEDURE FOR HANDLING CHALLENGED MATERIALS

**Waterville Valley School District
School Administrative Unit #48
Waterville Valley, NH 03215**

**Approved by
Waterville Valley School Board
Date: October 18, 2010**

Procedure for Handling Challenged Materials

Reconsideration of Educational Materials

The School Board of the Waterville Valley School District has delegated, in the first instance, responsibility for selection and evaluation of library and educational resources to the professional staff and school library media specialist employed by the School District. Occasionally, objections to instructional materials will be made and the following procedural review initiated.

Request for Informal Reconsideration

When a complaint is received regarding educational or library media program material, the school will try to resolve the issue through a discussion between the questioner, the principal and/or the staff member involved with the material.

- The staff member shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
- The staff member shall explain the particular place the questioned resource occupies in the educational program, its intended educational purpose, and additional information regarding its use.
- If the questioner is still not satisfied, they will be invited to file a formal complaint and a copy of the "*Request for Reconsideration of Materials*" shall be handed or mailed to that person by the principal.

Request for Formal Reconsideration

All formal objections to educational resources shall be made on the form "*Request for Reconsideration of Materials*," shall be signed by the complainant, and shall be filed with the principal or someone designated by the principal.

The Superintendent shall be informed of the receipt of the formal complaint.

The Library Media specialist shall also be informed of the receipt of the formal complaint.

Upon receipt of a request for formal reconsideration of a media program resource, the principal shall appoint a Materials Review Committee, with the following membership:

- Principal
- Two members of the school teaching staff, who are not involved in the challenged material
- One student
- One community member designated by the four members listed above.

October 18, 2010

The Materials Review Committee shall meet within 10 working days after the complaint is received and take the following steps:

1. Read, view or listen to the material in its entirety.
2. Check recognized selection and review aids for evaluations of the material.
3. Discuss the challenged resource in the context of the educational program.
4. Prepare a written response to the complainant, upholding the material or directing its removal.
5. If either party disputes the decision, said party may appeal to the School Board; thereupon the final decision of the School Board shall be delivered to the complainant and staff members in writing.

Guiding Principles

Any resident, parent of a student, or employee of the school district has the right to object to resources used in a school's media program.

When media resources are challenged, all concerns will be treated in a serious, professional and respectful manner.

When media resources are challenged, the principles of intellectual freedom, the right of access to materials, and the freedom to read/view/listen must be considered as well.

Each parent has the right to determine the reading, viewing, or listening matter for only his or her own children.

Access to challenged material shall not be restricted during the review process, except upon recommendation of the Superintendent and agreement of the School Board.

The major criterion for the final decision is the appropriateness of the material for its educational use, within the grade level context.

Request for Reconsideration of Materials

Page 1 of 2

Request Initiated By:

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Complainant Represents:

_____ Himself / Herself

_____ Organization (Name) _____

_____ Other Group (Identify) _____

Resource on Which You Are Commenting:

Title _____

Author/Producer _____

Publisher (if known) _____ Date (if known) _____

Type of Material:

___ Book ___ Textbook ___ Video Recording ___ Audio Recording

___ Magazine ___ Newspaper ___ Display ___ Program

___ Electronic information/network (please specify): _____

___ Other (please specify): _____

