

# G.C. Burkhead Elementary School

## SBDM Council Policy

### Policy Number 05.02a

#### **Review of Instructional Materials**

Any resident, employee of the G. C. Burkhead school district, or parent/guardian of an enrolled child may formally or informally challenge instructional materials used in the school's educational program on the basis of appropriateness.

#### PROCEDURE

##### A. Informal Reconsideration

The school library media specialist shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the material(s).

The school library media specialist or the classroom teacher shall explain the particular place the questioned material occupies in the educational program, its intended educational usefulness, and additional information regarding its use.

##### B. Formal Reconsideration

- If the complainant wishes to file a formal challenge, the complainant must personally obtain a copy of the school's "Request for Reconsideration of Instructional Materials" which is kept on hand in the school library media center
- The form shall be fully completed, signed, and dated by the complainant and filed with the principal with a copy to the library media specialist.
- The material in question will not be pulled from the instructional program during the reconsideration time.

##### C. Guidelines for the Reconsideration Committee

- The library media specialist will alert the Director of Media Services who will call the District Reconsideration Committee together within fourteen working days of receiving the formal complaint. The District Reconsideration Committee, appointed by the Director of Media Services, will include a school library media specialist, two classroom teachers, a parent, a district-level administrator, and a student (with signed parental permission).
- At the first organized meeting, the committee members will receive a copy of the challenged material.
- Within thirty **working** days of the initial meeting, the District Reconsideration Committee will convene and prepare a written recommendation to the Director of Media Services for the disposition of the complaint.
- The Director of Media Services will notify the site-based school council, in writing, of the committee's decision with a copy to the media specialist and the principal.
- The Site-based Council will vote to accept or reject the decision of the District Reconsideration Committee and will notify the complainant in writing of the Council's Decision.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL

School \_\_\_\_\_  
 Date \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I. OBJECT OF CHALLENGE

Title \_\_\_\_\_ Copyright/Issue \_\_\_\_\_  
 Date \_\_\_\_\_

Author/Performer( s)

Publisher /Producer

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Print:  Book  Textbook  Magazine  Newspaper  Pamphlet  Play  Student Publ.

Nonprint:  Artwork  Film  Photo  Sound Recording  Video  CD-ROM  LDisc

Or:  Collection  Computer Software  Exhibit  Performance  Speech  Other

## II. INITIATOR OF CHALLENGE

Request Initiated By:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(\_\_\_\_\_) \_\_\_\_\_

Do you represent:

Yourself \_\_\_\_\_

An Organization (Name, please) \_\_\_\_\_

Other Or 0 up (Name, please) \_\_\_\_\_

### **III. COMPLAINT RESPONSE (Please comment on each question.)**

1. Have you been able to discuss this work with the teacher or school library media specialist who ordered, used or assigned it? Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain:
  
2. How did you learn of this work?
  
3. What do you understand to be the general purpose for using this work?
  
4. Does the general purpose for the use of this work, as described by the teacher or school library media specialist, seem a suitable one to you? -Yes \_No Please explain:
  
5. What do you consider to be the general purpose of the author/producer of this work?
  
6. To what do you object? Please be specific. Cite pages, illustrations, audio visual section, etc.
  
7. Did you read/view the entire work? \_\_\_\_\_ Yes \_\_\_\_\_ No Please explain:
  
8. In what way do you think a work of this nature is not suitable in a learning situation?
  
9. What do you feel might be the result of exposure to this work?

10. What did you find positive about this work?

11. Have you been able to determine the student's(s') responses to this work? What responses were made by the student( s)?

12. For which age group would you recommend this work?

13. Are you aware of the judgement of this work by reviewers or critics? \_\_Yes\_\_ No Please list the findings:

14. In its place, what work would you recommend that could convey as valuable a perspective of the subject?

15. Do you have other comments concerning this request?

\_\_\_\_\_ Signature of Complainant

\_\_\_\_\_ Date

Adopted 7-12-99