

Timberlane Regional School District	Policy Code: KEC
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CHALLENGED MATERIALS

Policy and Procedures

Occasionally, objections to classroom or library materials will be made despite the care taken to follow school board policies on such selections.

If a complaint is made, certain procedures shall be followed, whether the complainant is a member of the School Board, Administrator, or other school personnel, parent, student, member of the community, or other concerned individual or group.

The Review Committee will consist of a minimum of five people, with the number always remaining odd. Members will be appointed annually by the building principal, who should consider the inclusion of the various involved constituencies: principal, library personnel, parent, teacher, and student (for the High School committee only).

Procedures to be followed:

1. If a question or complaint about specific materials cannot be resolved informally by the teacher, media person, or principal, the individual will be invited to file the objections in writing on a form provided for the purpose. (See KEC-X) The completed form will be sent to the Materials Review Committee.
2. The Materials Review Committee is charged with the responsibility of reading, viewing, and/or listening to the challenged materials in their entirety; to check the general acceptance of the materials by searching out reviews and evaluating them; to weigh the strengths and weaknesses of the material in question and to make a professional judgment based on the material as a whole.

When feasible, the Committee may wish to talk with professional staff members who selected the questioned material to ascertain their educational validity.

3. The Committee shall complete its work within thirty (30) school days of receipt of the completed form from the complainant. Its written report shall be submitted to the complainant and the Superintendent.
4. The Superintendent, after reviewing the complaint and recommendations, and upon consultation with the principal and Review Committee, formulates a decision.
5. The Superintendent informs the complainant, in writing, of his decision. Copies of the written decision and all pertinent materials are forwarded to the School Board, the Principal, and the Review Committee.

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6. An opportunity will be provided for the complainant to appeal the decision to the School Board, who may elect to hear the complainant with the Superintendent, Principal, and the Review Committee.
7. The School Board shall make the final decision as to the disposition of the materials in question, and will inform the complainant in writing. All concerned parties will receive copies of the Board's decision.

During the investigation, the materials in question will remain in use until the review has been concluded, unless the Committee desires to remove or restrict the material until a final decision has been made.

See also policy IJM.

Appendix KEC-X