

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

## 109-AR-3. CITIZEN REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL/RESOURCE MATERIALS

A resident of the school district may formally request reconsideration of instructional or resource materials used in the district's school library/media center program or classrooms. This administrative regulation is made available for the purpose of considering the opinions of those individuals in the school community who are not directly involved in the selection process. Instructional and resource materials may include textbooks, supplementary materials, library books and publications, audiovisual media, course content, software and technology.

### Informal Challenges

When the building principal receives a request for reconsideration regarding instructional or resource materials, s/he will attempt to resolve the issue informally.

The building principal will explain to the individual making the request the district's selection procedure, criteria, and qualifications of the staff selecting the resource.

The librarian and/or classroom teacher involved will explain the particular value of the questioned material in the educational program, its intended educational purpose, and additional information regarding its use, or will refer the individual to staff members who can identify and explain the use of the material.

If the individual decides to file a formal challenge, a copy of relevant Board policy and administrative regulations and a Citizen Request For Reconsideration Of Instructional/Resource Materials form will be provided by the building principal.

### Formal Challenges

The district form must be completed and signed by the complainant and submitted to the building principal or designee.

The Superintendent will be informed of the formal request received.

The request for reconsideration will be referred to a Review Committee at the affected school level for review of the challenged material.

109-AR-3. CITIZEN REQUEST FOR RECONSIDERATION OF  
INSTRUCTIONAL/RESOURCE MATERIALS - Pg. 2

Review Committee

Upon receipt of a written request for formal reconsideration of instructional or resource materials, the principal will appoint a Review Committee that may include any of the following, as appropriate to the specific request:

1. Superintendent.
2. Principal.
3. All district librarians.
4. Two (2) members of the school staff whose subject area is affected.
5. District administrator.
6. Two (2) parents/guardians.

The Review Committee will be chaired by the building principal.

The Review Committee will meet within ten (10) working days after the complaint is received.

The Review Committee may decide to consult district staff and/or community persons with related professional knowledge.

The Review Committee will review the challenged material and judge whether it conforms to the district's established criteria for materials selection.

The Review Committee will:

1. Review the specific written request.
2. Read and/or examine the material in question.
3. Determine professional acceptance by consulting critical reviews of the materials and use in other districts.
4. Discuss the request and merit of the challenged material; make a value judgment based on the materials as a whole rather than on passages or sections taken out of context.
5. Discuss the challenged material in the context of the educational program and planned instruction.
6. Discuss the challenged material with the complainant, when appropriate.
7. Determine the merit of potential alternative instructional materials.

109-AR-3. CITIZEN REQUEST FOR RECONSIDERATION OF  
INSTRUCTIONAL/RESOURCE MATERIALS - Pg. 3

8. Prepare a recommendation for disposition of the reconsideration request.

The major criterion for the final decision is the appropriateness of the material for its intended educational use and conformance with established criteria for materials selection.

The principal will prepare a written report explaining the Review Committee's decision, and the written report will be discussed with the complainant, if requested.

The written report will be retained by the principal, with copies forwarded to the Superintendent.

The decision of the Review Committee is binding for the individual school.

The requester or any member of the Review Committee has the right to appeal the decision in writing to the Superintendent and request a review by the Board.

#### Guiding Principles

No parent/guardian has the right to determine instructional reading, viewing, or listening material for students other than his/her own children.

The School Board supports the First Amendment to the Constitution of the United States; the Library Bill of Rights, adopted by ALA (American Library Association); and Access to Resources and Services in the School Library Media Program: an Interpretation of the Library Bill of Rights, adopted by AASL (American Association of School Librarians). When instructional materials and resources are challenged, the principles of the freedom to read/listen/view must be defended as well.

Access to challenged material by students will not be restricted during the reconsideration process.