

Procedure for Parental Request for Reconsideration of Educational Materials

Procedure Number: 3210-P

Issued: 12/09

PROCEDURE FOR PARENTAL REQUEST FOR RECONSIDERATION OF EDUCATIONAL MATERIALS

1. Each school will establish a Media Review Committee at the beginning of the school year. The committee, chaired by the school library media coordinator, shall reflect the overall make-up of the school community, including teachers, parents, administrators, and students as appropriate. This committee will be the Review Committee for the challenged materials. If the challenged materials are in the Media Center, the Director of Media & Technology will chair the committee for the review.
2. Representatives with expertise in the subject area of the challenged materials may be included.
3. In the event of a materials challenge, the principal shall inform the complainant of the procedures for Reconsideration of Educational Materials.
4. School personnel invite the complainant to file his/her objectives in writing (Attached form) and offer to send him/her the appropriate form and guidelines so that he/she may submit a formal request for reconsideration to the principal of the specific school where the materials are housed.
5. If a request for reconsideration is filed, the principal shall convene the Review Committee within ten (10) school days of receiving the written request for reconsideration. The principal may temporarily withdraw access to the material pending a decision of the committee, unless withdrawing the access would be disruptive to the educational process.
6. The principal shall inform the Director of Media & Technology, who then goes to the Chief Academic Officer with the request for reconsideration.
7. The school-based committee will:
 - A. Read and review carefully all materials referred to it.
 - B. Check general acceptance of the material by reading reviews, consulting authoritative lists, bibliographies, and the holdings of other local schools.
 - C. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
 - D. Within fifteen (15) school days of the receipt of the written request for reconsideration of educational materials by the Review Committee, a formal meeting will be held to discuss the materials. The meeting should be held as expeditiously as possible, allowing for a reasonable amount of time for reviewing materials.
 - E. Within ten (10) days of the first formal meeting, an open meeting will be held at which time the complainant and other interested persons will be given the opportunity to share their views.
 - F. Within five (5) days, the principal will prepare a report of the Committee's decision. The report will be given to the complainant and other interested parties, the Chief Academic Officer, the Superintendent, Directors of Elementary and Secondary Education and the Director of Media and Technology.
 1. The decision will support the removal or retention of the material under consideration.
 2. The decision will be made based on a simple majority of the committee.
8. Any person not satisfied with the decision of the Review Committee may appeal the decision to the Superintendent within ten (10) days. A school system committee will be appointed by the Superintendent.
 - A. Within fifteen (15) school days of the formation of the Review Committee, a formal meeting will be held to discuss the materials. The meeting should be held as expeditiously as possible, allowing for a reasonable amount of time for reviewing materials.
 - B. Within ten (10) days of the first formal meeting, an open meeting will be held at which time the complainant and other interested persons will be given the opportunity to share their views.
 - C. Within five (5) days, the superintendent will prepare a report of the committee's decision. The report will be given to the complainant and other interested parties, the Chief Academic Officer, Directors of elementary and Secondary Education and the Director of Media and Technology, the school principal and the media coordinator concerned.
 1. The decision will support the removal or retention of the material under consideration.
 2. The decision will be made based on a simple majority of the committee.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Name of Person Making the Request: _____

Address: _____

Telephone: _____

Complainant represents: _____ himself/herself or _____ organization

If organization, what is the name of the organization: _____

Are you a parent or guardian of a student in this school? _____

Child's grade level: _____

Name of school owning the item to be reconsidered: _____

Title of the item: _____

Format (book, video, etc.): _____

Author/Artist/Composer, etc.: _____

Publisher/Producer: _____

Copyright date: _____

How did you acquire this item? _____

1. Did you read, view, or listen to the entire item? _____

If not, what parts? _____

2. Is this item part of a series or set? Yes _____ No _____

If yes, did you examine other items in the series or set? _____

3. To what in the item do you object? (Please be specific: cite pages, frames, etc.)

4. What do you feel might be the result of a student's reading, viewing, or listening to this item?

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5. Are you aware of any evaluations of this item by authoritative sources? Yes _____ No _____

If yes, did those sources agree with your opinion? Yes _____ No _____

List the sources:

6. What would you like your school to do about this work?

_____ Do not assign it to my child

_____ Re-evaluate it following the guidelines of the Orange County Board of Education

_____ Remove it from _____

_____ Other:

Other comments:

SIGNATURE OF COMPLAINANT

DATE