

PROCEDURES FOR HANDLING CHALLENGES

The suitability of materials may be questioned by any parent/guardian, student or citizen of the Town. A Request for Reconsideration of Materials form is available from the School Library/Media Specialist for formal consideration of objections. This form must be completed and presented to the Library/Media Specialist who will forward copies to the Principal, to the Director of Library/Media Services, and to the Assistant Superintendent for Curriculum and Instruction. The material under consideration will, then be reviewed by a committee composed of the following:

Assistant Superintendent for Curriculum and Instruction
Chair
Director of Library/Media Services
Principal
Library/Media Specialist
Teacher
Citizen appointed by the Assistant Superintendent for Curriculum and Instruction
Additional member (s) appointed at the discretion of the Chair.

The Assistant Superintendent will convene the Review Committee upon receipt of the written Request for Reconsideration of Materials. The complainant will have the opportunity to meet with the Review Committee and to present opinions and evidence. The library/media specialist, the Director and any other persons involved in the selection or use of the questioned material will have the same opportunity. The Review Committee will use its best efforts to arrive at a decision as rapidly as possible and will report its decision, including minority reports, if any, to the Superintendent. If the complainant is not satisfied with the decision of the Review Committee, he/she may ask for School Committee consideration of the matter.

The library/media center staff will have no obligation to remove material from use during the review process.

The review of questioned material will be treated objectively and as an important matter.

Instruction to Review Committee

Read the documents listed in the Materials Selection Policy (see Cross Referenced in KEC). Base your decisions on these broad principles rather than on defense of individual material.

Remember freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you. Passages or parts should not be pulled out of context. The values and faults should be weighed against each other, and the opinions based on the material as a whole.

Your decision will be presented to the Superintendent who will forward it to the School Committee. A copy of the decision will be sent to the complainant.

Revised: March 28, 2006

Arlington Public Schools