

Administrative Regulation

INSTRUCTION

Instructional Materials Review (Controversial Materials)

- A. Controversial materials are usually associated with such sensitive subjects as:
1. Sex education, human physiology
 2. Racial, ethnic, and sexual prejudice
 3. Political philosophy
 4. Religion
 5. Family life and alternative life styles
- B. The extent to which subjects or materials are considered controversial will vary from place to place and time to time. When considering "sensitive" areas, we should:
1. Be aware of legislative requirements which control the purchase and use of most controversial materials.
 2. Recognize the diversity of the community.
 3. Apply the following criteria to materials being considered:
 - a. Does the material conform to the District criteria for evaluating content and human relations?
 - b. Is the material appropriate to the maturity level of the student with whom it is to be used?
 - c. Is the material reliable and accurate?
 - d. Is the material presented consistent with curricular goals?
 - e. Is the presentation fair and objective?
- C. Challenged materials will be subjected to systematic investigation and review.
1. Criticism of material used shall be in writing to the Superintendent.
 2. The Superintendent will inform the Board of Trustees.
 3. The Superintendent will appoint a committee to study the challenged material. Committee members shall be selected on the basis of their ability to provide an objective recommendation. The committee shall include:
 - a. One administrator familiar with criteria and procedures
 - b. Two to four classroom teachers or support staff
 - c. Two to four community members.

4. The challenged material shall remain available for use until the committee recommends otherwise.
5. The committee will not condemn materials solely because of:
 - a. The race, nationality, or political or religious views of the author or producer
 - b. Partisan or doctrinal approval
 - c. Appearance or profanity or a sexual incident
6. The committee's recommendation will be made after considering criteria for human relations and content and criteria listed in item B.3.
7. The committee is authorized to recommend the following to the Board of Trustees:
 - a. Approval and unrestricted use
 - b. Approval and restricted use (requiring parental permission slip), such as:
 - (1) Restricted circulation in library
 - (2) Use limited to a specific class or age group
8. A report of the committee's recommendation and rationale shall be made in writing to:
 - a. Individual who initiated the investigation by challenging material
 - b. Board of Trustees
 - c. Superintendent

PROCEDURES FOR REQUESTING A REVIEW OF INSTRUCTIONAL MATERIALS

Requests for critical review or exclusion of materials for school use should first be brought to the attention of the teacher or librarian and the principal. A "Request to Review Instructional Materials" form (available in each school) should be filled out by the person requesting the review and submitted to the principal at this time.

If the issue cannot be resolved through a conference at the school level, the principal should write a brief report of the conference and attach it to the "Request for Review..." form and forward this material to the Superintendent for further action.

When a "Request for Review of Instructional Materials" has been submitted to the Superintendent's Office, the Superintendent shall appoint a committee to study the challenged material and make recommendations.

REQUEST FOR REVIEW OF INSTRUCTIONAL MATERIALS

Request initiated by: _____ Date: _____

Address: _____ Phone: _____

Complainant

Represents: Himself/Herself
 Organization (Specify Name: _____)

(1) What material do you wish reviewed? (List author, title, etc.)

(2) To what specific item(s) in the material do you object?

(3) Did you read or view the material completely? Yes No
If not, what parts? (Cite pages, etc.)

(4) In your opinion, how would the use of this material affect students?

(5) Have you discussed your concerns with either the teacher or librarian and principal?

Yes No With Whom? _____

(6) In your opinion, what alternative material would convey a fair and objective picture and perspective of this topic?

Other Comments:

January 19, 1984

Signature of Complainant: _____