INSTRUCTION

Materials: Selection and Adoption/Distribution

Division and Building-Level Instructional Materials - Reconsideration of Challenged Materials

I. The purpose of this regulation is to establish responsibilities, procedures, and methods for reconsideration of challenged materials including, but not limited to, library books, print material, and electronic media.

II. This regulation is not applicable to textbooks. Textbook selection procedures are covered under Regulation 653-1.

III. When materials are challenged, the following procedures will be initiated immediately:

   A. Invite the complainant to file objections, in writing, with the principal, by completing the “Citizen’s Request for Reconsideration of Instructional Resource” form (Attachment).

   B. The principal will provide complete information on the complaint and the instructional material involved to the Director of Student Learning, the appropriate curriculum supervisor, and other management personnel as deemed necessary.

   C. The building principal will establish a review committee within five working days. The building principal will serve as chairperson of the committee to address building-level concerns.

   D. The review committee will consist of no fewer than two parents, two teachers, one student, one librarian, and the chairperson.

IV. The following schedule will be adhered to:

   A. The review committee will be appointed within five working days after receipt of the written complaint.

   B. Within 30 days after its establishment, the review committee will complete a written review and report to the Associate Superintendent for Student and Professional Learning as to the disposition of the complaint and will simultaneously inform the complainant and other appropriate personnel.
C. Should the original complainant wish to pursue the matter further, a written appeal may be made to the Associate Superintendent for Student and Professional Learning. This appeal must be made within 15 working days after receipt of the committee’s recommendation.

D. In the event of an appeal, the Associate Superintendent for Student and Professional Learning will appoint a central committee to review the challenged material and the school review committee’s decision.

E. The central review committee will advise the Associate Superintendent of the outcome of their review within 30 days.

F. The central committee will consist of no fewer than two parents, two teachers, one student, one librarian, and the chairperson.

G. The Associate Superintendent for Student and Professional Learning will advise the complainant and the principal of the central review committee’s decision within five working days following receipt of the review committee’s recommendation.

H. If the complaint remains unresolved, the complainant may appeal to the Division Superintendent (Superintendent) who will consider the recommendation forwarded by the Associate Superintendent for Student and Professional Learning. The Superintendent (or designee) will communicate a decision to the previous parties within 10 working days.

I. The complainant may make a final written appeal of the Superintendent’s decision to the School Board within 10 working days of receipt of the Superintendent’s decision. The School Board will consider the written appeal of the complainant and the written rationale for the Superintendent’s response to the appeal in closed session. The decision of the School Board is considered final.

J. Except in extenuating circumstances, a reconsideration policy will remain in effect for three years.

The Associate Superintendent for Student and Professional Learning (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
Prince William County Public Schools
Citizen’s Request for Reconsideration of Instructional Resource

Title of Resource: _____________________________________ Copyright/Production Date: _______________________________
Author of Resource: __________________________________________________________________________________________
Type of Resource: _____________________________________ Producer/Distributor: ____________________________________
___ B&W   ___ Sound   ___ Reel   ___ Speed in IPS   ___ Hardback (number of pages)
___ Color   ___ Silent   ___ Cassette   ___ Length in minutes   ___ Paperback (number of pages)
___ Video   ___ Disc   ___ Speed in minutes

Request Initiated By: _________________________________________________________________________________________
Telephone: __________________________________________ Address: ___________________________
City: _________________________________________ State:____________________ Zip Code: ___________________________

Complainant Represents:
___ Self   ___ Organization (Name):
___ Other Group (Identify): _____________________________________________________________________________________

1. To what do you object? (Please explain [cite specific portion of resource].)
   ___ Obscene/objectionable language (Explain: ________________________________________________)
   ___ Suggestive situations
   ___ Ethnic/cultural bias
   ___ Religion
   ___ Inappropriate level
   ___ Sex stereotyping
   ___ Controversial subject
   ___ Other: ____________________________________________________________________________________________

2. What do you feel will be the problem in using this material?
   ___ Prejudice the student
   ___ Emotionally disturbing to student
   ___ Presents a value judgement in conflict with accepted views
   ___ Other: ____________________________________________________________________________________________

3. What are the positive qualities of this material?
   ___ Esthetic values (acting, scenery, writing, etc.)
   ___ Educational value (a good teaching resource)
   ___ Suitable for a more advanced level (Specify: ________________________________________________)
   ___ Technical quality (photography, animation, etc.)
   ___ Entertainment value

4. Did you review the entire material?___________ If no, which parts did you review? ________________________________
____________________________________________________________________________________________________

5. Are you aware of the evaluation of this material by professional educators? ________________________________
____________________________________________________________________________________________________

6. What would you like your school to do about this material?
   ___ Do not assign it to my child
   ___ Withdraw it from circulation
   ___ Send it back to the school and/or county resource review committee for reevaluation
   ___ Other comments: ___________________________________________________________________________________