INSTRUCTION

Materials: Selection and Adoption/Distribution

Division and Building Level Instructional Materials - Reconsideration of Challenged Materials

1. 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.

2. This regulation is not applicable to textbooks. Textbook selection procedures are covered under Regulation 653-2.

3. 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 and Professional Development, 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.

4. 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 thirty days after its establishment, the review committee will complete a written review and report to the Associate Superintendent for Student Learning and Accountability 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 Learning and Accountability. This appeal must be made within fifteen working days after receipt of the committee’s recommendation.

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

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

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

f. The Associate Superintendent for Student Learning and Accountability 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.

g. If the complaint remains unresolved, the complainant may appeal to the Superintendent who will consider the recommendation forwarded by the Associate Superintendent for Student Learning and Accountability. The Superintendent will communicate a decision to the previous parties within ten working days.

h. The complainant may make a final written appeal of the Superintendent’s decision to the School Board within ten 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 executive session. The decision of the School Board is considered final.

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

The Director of Director of Student Learning and Professional Development will be responsible for the implementation and monitoring of this regulation.

Prince William County Public Schools
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: ___________________________