



Administrative Guidelines

Department: Academics (OAAP)

Policy: IFBD

Topic: School Media Centers

Revised: April 2019

PROCEDURE

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Objections may be raised to instructional materials used in the District's educational program despite the fact that the individuals selecting such materials were qualified to make the selection, followed proper procedure, and observed the criteria for selecting such material. To have standing to either initiate a complaint or intervene through the appeal process, a person must be a citizen of the city of Marietta. When an individual raises a question concerning the content of any material, the person and the question should be treated with respect for the rights of the questioning individual and the rights of others who may view the material differently.

1. Initial Objection:

The material in question shall remain in use unless removed through the procedure in this section. The Principal or designee should:

- a. Listen to the person's objection and make reasonable efforts to resolve the issue;
- b. Explain the selection process utilized and offer alternative assignments if appropriate and consistent with curriculum requirements;
- c. Refrain from voicing personal opinion;
- d. The Principal's or a designee should file written documentation of this contact with the Principal; and
- e. In the event the person making an objection to the material is not satisfied with this initial resolution of the situation, the Principal shall explain the selection process and the appeal procedure for challenged materials while refraining from expressing personal opinion.

2. Formal Complaint, School Level:

If, after consultation, the complainant desires to file a formal complaint, a copy of the Instructional Materials Reconsideration Form (**AG# Supporting Documentation #1**) should be given to the complainant by the Principal or designee.

- a. The Instructional Materials Reconsideration Form (**AG# Supporting Documentation #1**) shall be:

- Completed and signed by the complainant,
 - Filed with the Principal,
 - A copy should be forwarded to the Executive Director of Academic Programs.
- b. The complainant should be notified in writing that the Instructional Materials Reconsideration Form (AG# Supporting Documentation #1) has been received and that the District's appeal procedure has been initiated.
- c. If the challenged material has been checked out from the school by the complainant, the material must be returned to the school before the appeal will be considered.
- d. A complainant may request alternative assignments to the challenged material for his/her child. Any alternative assignments must be appropriate and consistent with curriculum requirements.
- e. Any Instructional Materials Appeal Forms received within the last thirty (30) calendar days of the school year may be referred for Committee action the following school year.
3. Complaint Review:
The complaint should be considered by the School Library Media Committee. The review process is as follows:
- a. Any action taken related to challenged materials should be taken by action of the entire School Library Media Committee and not by an individual, including the Principal.
- b. The School Library Media Committee should meet and render a decision within forty-five (45) working days after receipt of the Instructional Materials Reconsideration Form (AG# Supporting Documentation #1).
- c. Prior to evaluating the complaint, Committee members should:
- Read, view, or listen to the material in question in its entirety,
 - Read the Instructional Materials Reconsideration Form completed by the complainant, and
 - Read available professional evaluations pertaining to the material under review. The Library Media Specialist and/or Executive Director of Academic Programs should compile necessary professional evaluations of the material in question.
- d. When Committee members have completed the steps outlined above, the School Library Media Committee should meet to:
- Review the concerns expressed,
 - Discuss the materials relative to appropriateness to grade level and curriculum. In determining the suitability and value of the material, the Committee should consider the following:
 - Relevance;
 - Pervasive vulgarity;
 - Quality, content and manner of presentation, and appropriateness to age, sophistication and grade level of students; and
 - Space limitations and obsolescence.
 - Render a majority decision relative to requested actions as long as a quorum is present. The decision should be communicated to the Principal and may include:
 - Take no removal action;

- Remove the challenged material from the local school if the Committee finds the material is pervasively vulgar and/or lacking in educational value throughout;
 - Place the material at another school level; or
 - Regulate the assignment of the material.
4. Notification:
Within five (5) working days of the School Library Media Committee decision, the Principal or designee should:
- a. Officially notify the complainant in writing by first class mail of the decision reached and advise of the procedures to appeal including the ten (10) work day limitation; and
 - b. File a copy of the Committee's decision with the Executive Director of Academic Programs.
 - c. Implementation of a decision rendered by the school or District Library Media Committee should be upheld until the appeal process is exhausted.
5. Formal Complaint, District Level:
- a. Any appeal to reverse a school Library Media Committee's decision must be made in writing using the Instructional Materials Reconsideration Form (AG# Supporting Documentation #1) directed to the Executive Director of Academic Programs at the District level. Such written appeals may be filed by the complainant or any administrator, library media specialist, teacher or parent/guardian from the school where the complaint was filed.
 - b. Appeals resulting from the decision of the school Library Media Committee must be made in writing within ten (10) working days of the date the school Library Media Committee's decision was mailed to the complainant.
 - c. The final decision on any item challenged to the District Library Media Committee is binding only at the school where the complaint was initiated. A subsequent appeal on the same item may be reviewed at the discretion of the District Library Media Committee.
6. Complaint Review:
- a. The complainant shall address a written request for appeal using the Instructional Materials Reconsideration Form (AG# Supporting Documentation #1) to the Executive Director of Academic Programs.
 - b. If the complainant does not initiate an appeal within ten (10) working days the case is considered closed.
 - c. Upon receipt of the appeal, the Executive Director of Academic Programs or designee should:
 - Notify the complainant in writing that the appeal has been received and the District level appeal procedure has been initiated;
 - Convene the District Library Media Committee who should render a decision within forty-five (45) working days after receipt of the Instructional Materials Reconsideration Form (AG# Supporting Documentation #1); and

- Notify the Principal of the appeal and the action taken by the District Library Media Committee.
7. Notification:

Within five (5) working days of the District Library Media Committee decision, the Executive Director of Academic Programs or designee should:

 - a. Officially notify the Principal of the decision reached and advise of the procedures to appeal including the ten (10) work day limitation; and
 - b. Officially notify the complainant in writing by first class mail of the decision reached and advise of the procedures to appeal including the ten (10) work day limitation; and
 - c. File a copy of the Committee's decision with the Deputy Superintendent.
 - d. Implementation of a decision rendered by the District Library Media Committee should be upheld until the appeal process is exhausted.
 8. Formal Complaint, Board of Education:
 - a. Appeal beyond the District Library Media Committee must be in writing using the Instructional Materials Reconsideration Form (AG# Supporting Documentation #1) directed to the Deputy Superintendent who should provide information to the Superintendent and the Board of Education. Such written appeals may be filed by the complainant or any administrator, library media specialist, teacher or parent/guardian from the school where the complaint was filed.
 - b. Appeals must be made within ten (10) working days after written notification has been mailed, first class mail, to the complainant of the decision of the District Library Media Committee. If an appeal is not filed within the ten (10) working days, the case is considered closed.
 - c. Upon receiving a written appeal, the Board of Education should schedule a response in a timely and expedient manner.
 - d. The Deputy Superintendent or designee should notify the principal of the appeal and the action taken by the Board of Education.
 - e. The principal or designee should notify in writing by first class U.S. mail the parties involved in the appeal apprising them of the decision reached.
 9. Procedural Organization for School or District Media Committee:

The School/District Library Media Committee considering a complaint or appeal, may appoint a subcommittee of members to review and resolve challenges. The composition of this subcommittee should approximate the representation of the full committee. Additional community members should be added to the District or school committees so that community representatives outnumber School/District representatives by one.
 10. Review of Selection and Appeal Procedures:
 - a. The Executive Director of Academic Programs should annually communicate selection criteria and the appeal procedures with all library media specialists.
 - b. Library media specialists should communicate selection and appeal procedures with school principal.