

Instructional Materials Selection and Reconsideration Policies

Rockdale School District 84

Instructional Materials Selection Policy

Rockdale School District 84

Our school recognizes the right of every student in our school to receive an information-rich, well-rounded, globally-diverse education. As such, our school has a responsibility to provide students access to books and materials that present a variety of viewpoints, cultures, lifestyles, politics, and beliefs. This includes ideas that may be controversial or differ from some family or community values.

When purchasing instructional materials, including library books, our staff considers our students' ages, reading abilities, cultural and ethnic diversity, curriculum requirements, and student interests.

We also strongly encourage--and in many cases, require--our students to read for pleasure from material that interests them. This includes popular fiction, nonfiction, graphic novels, periodicals, and other materials of student interest.

Instructional materials are selected by classroom teachers, education specialists, the school librarian, and school administrators. Library books are selected by the school librarian. Diverse viewpoints are part of the selection process, as is consultation of professional book reviews from educational and library journals.

Our school recognizes the right of any parent, teacher, student, school administrator, or community member to challenge materials available to students in our school. The library has printed copies of the school's Selection and Reconsideration Policies and Procedures, which will be made available upon request.

Instructional Materials Reconsideration Policy

Rockdale School District 84

This packet outlines our school's procedures for challenging instructional or library materials. This form may be used to challenge any instructional materials and is not limited to library books.

By initiating a formal materials challenge, you are requesting the school either remove or restrict access to materials for ALL students in the school. This is a serious process and should not be taken lightly.

As a parent, you have the right to restrict access to a specific title for your own child. This does not require a formal challenge. Please speak with the school librarian and building principal to discuss the options in this case.

Procedure for Challenging Materials

1. Complete the Instructional Materials Reconsideration Request form on page 3 of this packet.
2. Return the form to the school librarian.
3. Once the form is received, the principal will form a reconsideration committee. Complainants may present their concerns to the committee, but they may not observe the proceedings or serve on the committee.
4. Each member of the committee will review the materials in their entirety.
5. Within 15 school days of receipt of the Instructional Materials Reconsideration Request form, the committee will meet to discuss the materials and decide on a plan of action.
6. The complainant may present their point of view to the committee, but he/she may not be present during the committee's proceedings or participate in the decision-making process.
7. The school principal will notify the complainant of the committee's decision in writing within 5 school days after the committee's final decision is made.
8. The decision of the committee is final, but you do have the right to appeal the decision with the school district or school board. The appeal must be made in writing within 10 days after you are notified of the decision.

Instructional Materials Reconsideration Form

Rockdale School District 84

Your name: _____ Date _____

Phone: _____ Email: _____

Your relationship to the school:

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Student | <input type="checkbox"/> Teacher or specialist | <input type="checkbox"/> Community member |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Administrator | <input type="checkbox"/> Other _____ |

Type of material:

- | | | |
|-----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Book | <input type="checkbox"/> Video | <input type="checkbox"/> Website |
| <input type="checkbox"/> Textbook | <input type="checkbox"/> Magazine | <input type="checkbox"/> Other _____ |

Title: _____ Author/producer: _____

Have you reviewed this material in its entirety? For example, have you read the entire book or viewed the entire video?

Describe your objection to this material. Please include page numbers and quotations where appropriate.

What do you think should occur as a result of the reconsideration process?

Do you see any benefit to keeping this material available to our students?

Signature _____ Date _____

Instructional Materials Reconsideration Committee Member Worksheet Rockdale School District 84

Material type: _____ Date _____

Title of material: _____ Author or producer: _____

In your own words, why is this material being challenged?

What do professional reviews say about this material? Be sure to include name of publication and date of issue.

For what grade level would you recommend this material? _____

How is this material currently used in the school?

Use the space below for notes as you review the material.

Instructional Materials Reconsideration Committee--Summary of Proceedings Rockdale School District 84

Material type: _____ Date _____

Title of material: _____ Author or producer: _____

Name of complainant: _____

Complainant relationship to school:

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Student | <input type="checkbox"/> Teacher or specialist | <input type="checkbox"/> Community member |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Administrator | <input type="checkbox"/> Other _____ |

Committee members:

Name _____	Position _____
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Name _____	Position _____
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Name _____	Position _____
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Name _____	Position _____
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Name _____	Position _____
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Name _____	Position _____
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Why has this material been challenged?

What do professional reviews say about this material? Be sure to include name of publication and date of issue.

Instructional Materials Reconsideration Committee--Summary of Proceedings Rockdale School District 84

Briefly describe the committee's findings and recommendation:

If the recommendation was not unanimous, please include a brief description of the dissenting opinion(s):

Signatures of committee members

By signing below, you acknowledge that you reviewed the challenged material in its entirety, participated in the committee, and that the findings listed on this summary are true and accurate.

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____