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| Harrisburg School District | NEPN Code: IFA-FORM B Page 1 |
| Policy Manual | |

**CITIZEN'S REQUEST FOR RECONSIDERATION
OF INSTRUCTIONAL/CURRICULAR/LIBRARY MATERIALS**

PROCEDURE FOR CHALLENGES OF CURRICULUM AND LIBRARY MEDIA CENTER MATERIALS

The Harrisburg School District supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association, the Students' Right to Read of the National Council of Teachers of English, and The Freedom to Read statement of the American Library Association and Association of American Publishers.

When materials are challenged, the following procedures are to be used for reconsideration of curriculum and library materials:

The Board reserves to itself the final responsibility for all instructional materials used and curricula taught in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively. The Board also recognizes that district residents have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses or instructional materials, these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel. All such replies will be based on the instructional goals of the district, course objectives, and the criteria for selection of instructional materials. Staff members will attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the Board. Complaints against instructional materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step. Complaints that reach Step 4 will be reported to the Board.

1. The parent/guardian or student shall discuss the concern with the teacher or librarian and school principal. The parent/guardian may be offered options that limit their child's access to the material without limiting the access of other students. This request may be made by completing the form entitled "Parental Request Restricting School Library Materials For Their Child," found in policy IFA-FORM A.
2. If anyone wishes to pursue limiting access for students other than their own student, the individual shall be invited to file a complaint in writing with the Superintendent by completing the form entitled "Request for Reconsideration of Library Materials," found in policy IFA-FORM B.
3. The challenged material shall continue to be used during the reconsideration process unless the Superintendent or Board suspends its use.
4. The Superintendent shall send the complaint to an Instructional Review Committee which may include a building principal and/or program supervisor, a curriculum specialist, a building media specialist, a teacher, and an adult citizen. A media specialist will chair the committee when a library book is being challenged, and a curriculum specialist will chair the committee when curriculum material is being challenged.
5. The committee shall be convened within twenty (20) school days after the complaint has been filed with the Superintendent. Each committee member shall receive a copy of the written complaint as well as a copy of the material in question.
6. The committee shall meet to weigh values and faults, viewing the material as a whole and not individual passages or images.
7. The committee shall deliver a written report with their final decision about the material in question to the Superintendent and the complainant. This can be found in policy IFA-FORM C.
8. If the complainant is not satisfied with the committee's decision, he or she may appeal to the Superintendent in writing within seven (7) calendar days of the receipt of the decision.
9. The Superintendent shall submit the decision to the School Board for action.

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|----------------------------|---------------------------------|
| Harrisburg School District | NEPN Code: IFA-FORM B Page 2 |
| Policy Manual | |

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School: _____

Name of Complainant: _____

Address: _____

Phone: _____

Email Address: _____

Complainant represents:

_____ Self

_____ Organization (name) _____

_____ Other Group (name) _____

Author and title of challenged item

Type of material (e.g. book, textbook, video, Internet site, etc.)

Source, publisher, producer, etc.

Copyright or release date _____

Date complainant reviewed material **in its entirety** _____

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|-----------------------------------|---|
| Harrisburg School District | NEPN Code: IFA-FORM B Page 3 |
| Policy Manual | |

Why does the complainant believe material is inappropriate for use?

What does the complainant believe might result from continued use of this material?

What does the complainant believe is the theme and purpose of this item?

Is the complainant aware of the judgment of this work by critics or authoritative sources?

If challenge involves a curriculum resource, describe and locate [e.g. page numbers in a book, scene(s) in a video, etc.] objectionable material.

Upon receipt of this completed form, the Superintendent will request review of the challenged material by the Instructional Review Committee. The committee may consist of a teacher, principal or program supervisor, curriculum director, citizen, and media specialist. A committee shall be appointed and shall be convened within 20 days after the complaint has been filed with the school principal. Vacation days and weekend days are excluded, except during the summer.

Complainant _____ Date _____