

HSD Challenge Procedures

Challenged Materials (from Policy 109)

The review of challenged school library materials shall be handled objectively, weighing the educational value of the school library materials as a whole.

The challenged school library materials shall remain in the library and/or online catalog until the reconsideration process has been completed and a decision has been made.

The administration adopts these administrative procedures to respond to the selection and review of resource materials and/or school library materials. Evaluation and revision of the procedures shall be made as needed; however, they will formally be reviewed as part of the district's curriculum, audit, and revision cycle.

The Superintendent or designee shall be responsible for overseeing all matters relating to school library materials and shall notify the Board of any recommendations for removal of materials identified through the District's challenge process.

Administrative Procedures for the Review of Challenged Materials

Any concerned School District resident (with a student in the school where the instructional material is located or accessed), student, or employee of the School District may request reconsideration of material. The following procedures will be followed upon receipt of a challenge:

- Complaints must be submitted to the Building Principal.
 - The principal will meet with the appropriate Curriculum Supervisor and appropriate department coordinator to discuss the complaint.
 - The principal will contact the complainant to discuss and attempt to resolve the issue informally by explaining the philosophy and goals of the school district curriculum and/or the library media center. The principal will remind the parent/guardian about the District's procedures to block content from their student(s).
- Individuals submitting a complaint will be provided the Request for Review (RfR) form and HSD Board Policy 109 regarding the selection of materials.
 - The challenge process will not proceed beyond the informal discussion noted above unless a completed RfR form is submitted.
 - If the RfR form is completed and returned, with the complainant's name and signature, the building principal will immediately notify the Assistant Superintendent.

- Only one (1) school library material may be challenged per RfR form. An individual desiring to challenge multiple school library materials must submit separate RfR forms for each challenged item.
- Challenged school library materials will remain in circulation, without change, throughout the challenge process. Notwithstanding, a student's access to challenged materials can be restricted at any time by the parents/guardians of such student if they so desire.
- Only one (1) RfR form will be reviewed at a time.
 - If the complainant submits multiple RfR forms challenging school library materials and no other RfR forms are submitted to the District or otherwise pending review, the District will process each RfR form one at a time in the order of receipt, following the District's process/timeline.
 - The District will review RfR forms from multiple individuals, one challenge at a time, in the order of receipt. The District will not consecutively process multiple challenges from one individual unless no challenges from other individuals are pending. Individuals submitting multiple challenges will have the challenge of their second, or subsequent, school library materials added to the end of the pending que of any other challenges following completion of the District's process for that individual's first, or immediately previous, challenge.
- **Please note that the timelines listed below can be waived or modified, as needed/determined by the Assistant Superintendent.**
- Within fifteen (15) business days of receipt of the RfR form, the Assistant Superintendent will assemble a committee that will review the school library materials.
 - The Assistant Superintendent will Chair the committee and be responsible to produce the final decision report.
 - The committee will include the following (to the extent possible):
 - Building Principal (from the level in which the school library material is being used/housed)
 - Curriculum Supervisor (from the level in which the school library material is being used/housed)
 - School Librarian
 - Classroom Teacher (from the level in which the school library material is being used/housed)
 - Two Department Coordinators (including at least one from the Reading, English, or Library Departments)
 - School Counselor
 - School Psychologist
 - Two parent representatives, other than the complainant (who have a student(s) at the level in which the school library material is being used/housed)
 - Two student representatives (only for middle and high school RfR forms)
 - Other District employees deemed necessary by the Assistant Superintendent.

- The committee will review and evaluate the school library material in question, following the guidelines set forth in the Instructions to the RfR Committee.
- Within 10 business days of assembling the committee, the committee will meet to discuss the RfR form.
- Within 10 business days of the initial meeting, the committee will review in its entirety the school library material then reconvenes to review and evaluate the school library material in question consistent with the guidelines set forth in the instructions provided to the committee.
- Within 10 business days of the committee's review/evaluation meeting, the Chair of the committee will produce and forward, via email with read receipt required or via certified mail, a report detailing the results of the review to the complainant.
 - If the committee recommends removing the school library material from the library, the Chair will immediately forward a copy of report to the Superintendent. The Superintendent will notify the Board and place the recommendation on the next Board agenda for approval.
 - The full report will be on the Board agenda for approval, which will include the initial RfR form that was submitted.
 - No change of school library materials shall be made without the Superintendent recommendation, except by a two-thirds vote of the Board. If approved by the Board, the school library material will be removed from the library the school day following the Board meeting.
 - If the committee recommends keeping the school library material in the library, the complainant has the right to appeal the decision. The complainant must notify the Superintendent in writing within five (5) business days of receiving the report from the Assistant Superintendent that they wish to appeal the decision. The complainant must also provide the full report to the Superintendent at the same time.
 - The complainant can either email the Superintendent or send the request through the mail (but the envelope must be postmarked).
 - Within 15 business days of receipt of the complainant's request to appeal the decision, the Superintendent will review the initial RfR form, all information collected, reviewed, and discussed by the committee, the committee's report and any information submitted by the complainant providing the basis for their appeal. The Superintendent will then make a recommendation to the Board to either accept or reject the committee's report and recommendation. The Superintendent's recommendation will be placed on the next Board agenda for approval. No change of school library materials shall be made without the Superintendent recommendation, except by a two-thirds vote of the Board.

HSD Request for Review Form (RfR Form)

Name:	
Address:	
Phone:	
Title of school library material questioned:	
Author/Producer:	
Copyright date:	
Publisher:	
Location in district:	
Format of material	<input type="checkbox"/> book <input type="checkbox"/> periodical <input type="checkbox"/> video or DVD <input type="checkbox"/> Other (please list): _____

Please respond to the following questions:

1. What specific part of the school library material do you find to be objectionable?
2. Was the school library material read or viewed in full? If not, what parts or sections were read or viewed? Please cite specific pages, photos, etc....
3. Does the school library material contain sexually explicit content/material, as defined by Board Policy 109? If yes, please include specific references.
4. Is the school library material age/grade appropriate for the location in the district that it is available to students? If no, what age group or grade level would you recommend?
5. How do you see the school library material affecting the students within the school building?
6. Have you worked with the Administration to put in place measures restricting your own child's/children's access to this school library material?
7. What do you suggest the school library media center do with the school library material?
8. What material of equal value would you recommend to replace this school library material?

Signature: _____ Date: _____