

PROCEDURES FOR DEALING WITH CHALLENGED MATERIALS

I. STATEMENT OF POLICY

Any resident or employee of the school district may formally challenge instructional and library-media materials used in the district's educational program on the basis of appropriateness. This procedure is designed to consider the opinions of those persons in the schools and the community who are not directly involved in the selection process.

II. REQUEST FOR INFORMAL RECONSIDERATION

The school receiving a complaint regarding instructional and library-media material shall try to resolve the issue informally.

- A. The principal or other appropriate staff shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the material.
- B. The principal or other appropriate staff shall explain the particular place the challenged material occupies in the education program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the material.
- C. If the questioner wishes to file a formal challenge, a copy of the district's Selection of Instructional and Library-Media Materials policy shall be handed or mailed by the Superintendent or designee to the party concerned.

III. REQUEST FOR FORMAL RECONSIDERATION

- A. Preliminary Procedures
 - 1. The Superintendent or designee will keep on hand and make available Request for Reconsideration of Instructional and Library-Media Materials forms. All formal objections to instructional and library-media materials must be made on these forms.
 - 2. The Request for Reconsideration of Instructional and Library-Media Materials form shall be signed by the questioner and filed with the principal or the Superintendent or designee.
 - 3. The Superintendent or designee shall be informed of the formal complaint received.

PORTLAND PUBLIC SCHOOLS

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL AND LIBRARY-MEDIA MATERIALS

FILL IN INFORMATION AS APPROPRIATE:

If printed materials give: _____ If other materials indicate:
 Author _____ Title _____

Title _____ Type of Resource _____

Format (i.e., hardcover, paperback, etc.) Format

Your Name

Address _____ Telephone _____
City _____ School _____ Grade _____

1. To what instructional and library-media material do you object? (Please be specific as to page, film, etc.)

2. What is your objection to this material?

3. What do you believe might be the result of using this material?

4. What would you like your school to do about this material?

Date _____ Signature of Complainant _____