

MUHLENBERG SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: TEXTBOOK AND INSTRUCTIONAL
MATERIALS –
CHALLENGES/RECONSIDERATION

ADOPTED: April 14, 2010

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">108.2. TEXTBOOK AND INSTRUCTIONAL MATERIALS – CHALLENGES/RECONSIDERATION</p> <p>Any parent/guardian, resident, or district employee may formally challenge learning resources used in the district’s educational program. This policy is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.</p> <p>The Approved Textbook, Instructional Materials List and Novels List will be available through the district web site or at school district offices prior to the start of each school year.</p> <p>Parents/Guardians may request a printed copy of the Approved Textbook, Instructional Materials List and/or the Novels List by contacting the school office.</p> <p><u>Request For Informal Reconsideration</u></p> <p>The school receiving an objection regarding a textbook and/or instructional material shall first try to resolve the issue informally by using the following procedure:</p> <ol style="list-style-type: none"> 1. The building principal or other appropriate staff member shall explain to the objector the school’s selection procedure, criteria, and qualifications of those persons selecting the materials. 2. The building principal or other appropriate staff member shall refer the party to the person (librarian, department chairperson, or teacher) responsible for the selection to explain the particular place the questioned material occupies in the educational program, its intended educational usefulness, and additional information regarding its use. 3. If the objector wishes to file a formal challenge, the building principal shall provide a copy of the Citizen’s Request for Review of Materials form to the concerned party and inform the objector about the procedure to file a request for formal consideration.
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Request For Formal Consideration

The following procedure shall be used for all requests for formal consideration of district textbooks and/or instructional materials:

1. Any requests by the public regarding concerns or limitations of textbook and instructional materials shall be submitted, in writing, to the building principal on the Citizen's Request for Review of Materials form. A copy of the request shall be forwarded to the department coordinator and classroom teacher.
2. A committee shall be formed to review the material. The committee shall be selected by the building principal and shall include staff members who are familiar with the material in question. The committee shall include the department chairperson/grade level coordinator, the teacher or teacher representative using the material(s), and an educator from a discipline unrelated to the material. The building principal will chair the committee.
3. The principal shall determine whether the materials in question shall remain in use during the review process.
4. Each member of the committee shall read and review the challenged material(s) and the submitted Citizen's Request for Review of Materials form.
5. The committee shall meet within thirty-five (35) working days of the request and shall:
 - a. Determine the professional acceptance by reading critical reviews of the resource.
 - b. Weigh values and faults and form opinions on the material as a whole rather than on a passage or section taken out of context.
 - c. Discuss the challenged material(s) in the context of the educational program and curricular goals.
 - d. Discuss the challenged material(s) with the individual objector when appropriate.
 - e. Make recommendations to retain, restrict or remove the materials from the classroom.

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6. The citizen's written request, together with the recommendation of the committee to retain the material, restrict its use, or remove it from the classroom, shall be submitted to the Superintendent or designee for review.
 - a. If the Superintendent or designee concurs in the recommendation of the committee, s/he shall notify the committee and the objector of his/her decision in writing.
 - b. If the Superintendent or designee questions the recommendation of the committee, s/he shall reconvene the committee for further discussion. In the event that agreement is not reached, the Superintendent or designee shall determine the disposition of the material and shall notify the committee and the citizen of his/her decision in writing.
 - c. Should the objector disagree with the disposition of the material as determined by the Superintendent or designee, the citizen may appeal to the Board for reconsideration.
 - d. Before a vote is taken by the Board in an appeal beyond the Superintendent's decision, each member of the Board shall read the challenged material in its entirety.

The Superintendent shall determine whether the materials in question shall remain in use during the Board review process.
 - e. The decision of the Board shall be final.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 108