

Series 5000 – Instructional Programs

Section 5200 – Review and/or Reconsideration Procedures

Policy 5201 - Procedures For Reconsideration Of Media Materials

- 5201.1 A request for review or reconsideration of any media materials in the school shall be presented in writing (Request for Re-evaluation of Media Materials). It shall include a full description of the work in question along with specific items, passages, excerpts, or parts of the material to which objection is being made. Reasons for objections shall be given and the statement shall be signed and dated. The form should be completed to the best of the complainant's ability and knowledge. The signatory will further identify his/her group association or affiliation, if any.
- 5201.2 The "Request for Re-evaluation of Media Materials" should be submitted to the building principal and shall be answered by the principal. His/her response can be based on documentation from the media specialist.
- 5201.3 The principal shall forward a copy of the objection or request for reconsideration of material to the county superintendent.
- 5201.4 The challenged material shall be kept on the Reserve Shelf during the reconsideration process.
- 5201.5 Upon receipt of the completed form, the principal shall request a review of the challenged material by a Materials Review Committee within fifteen (15) working days, and shall notify the media specialist and the superintendent that such review is being done. The review committee shall be appointed by the principal, with the concurrence and assistance of the media specialist. The committee will include media professionals, classroom teachers, no less than two parents, and at least one student. Other committee members may be added at the discretion of the principal with the approval of the other committee members. Consideration can be given to the local School Improvement Councils serving as the Materials Review Committee.
- 5201.6 The review committee takes the following steps after receiving the challenged material:
- 5201.6.1 reads, views or listens to the materials in its entirety;
 - 5201.6.2 general acceptance of the materials by reading reviews and consulting recommended lists;
 - 5201.6.3 determines the extent to which the material(s) support(s) the curriculum;

- 5201.6.4 determines the extent to which the material(s) support(s) the community values;
 - 5201.6.5 completes the appropriate "Checklist for School Media Advisor Committee's Reconsideration of Media Materials" judging the materials for its strength and value as a whole and not in part.
 - 5201.6.6 presents written recommendation of review committee to the Superintendent.
 - 5201.6.7 retains or withdraws the challenged material as needed.
- 5201.7 If the citizen feels that his/her objections have not been dealt adequately, he or she may make final appeal to the Harrison County Board of Education.

Approved by Harrison County Board of Education

Effective Date: June 25, 2002