

## **STANDARD OPERATING PROCEDURE CHALLENGED MATERIALS**

**PURPOSE:** To provide procedures for schools to respond to challenges regarding the suitability of educational/media materials.

**PROCEDURES:** Each school is to attempt to resolve challenges of materials at the local level if possible using the procedures below. A flow chart, summarizing the steps is provided.

1. Any individual may question the suitability of an item by completing a Request for Reconsideration of Educational/Media Materials, (Attachment B), and forwarding the request to the school. If the item is a DoDDS approved textbook, the school principal will review the concern and make every effort to resolve the issue at the school level. If the issue is not resolved, the principal will forward the request directly to the Superintendent, Isles-District.
2. Efforts will be made to address and resolve the issue in an informal manner. If an informal resolution is not reached, the principal will establish a Challenged Materials Review Committee at the beginning of the school year. (similar to disciplinary boards) (see DoDEA Regulation 2992.1, Enclosure #2, pg. 9, par. E2.1) The Challenged Materials Review Committee will convene within ten (10) days following the receipt of the Request for Reconsideration of Educational/Media Materials (Attachment B).
  - a. The Challenged Materials Review Committee will include a school administrator as an ex-officio member, a school faculty member (selected by the FRS), the school library/media specialist, a community commander's representative, a parent or other community representative (selected by the SAC), and a student representative for secondary schools. Elementary and middle schools may select a student from the highest grade in the school to serve on the committee. The committee will consist of an odd number of members.
  - b. The principal will identify the date, time, and location for the committee meeting. The principal forwards a letter, Request for Reconsideration of Educational/Media Materials (sample Attachment C), to the individual who

presented the challenge. Copies of Attachments B and C will be sent to the District Superintendent.

- c. As members of the Committee are selected, they will be advised that they will need to read the item in its entirety as part of the review process. The committee members will be given the item prior to the scheduled meeting date.
- d. The committee will meet to review the materials, examine professional reviews, weigh positive and negative features, form an opinion, and prepare a report with a recommendation to the principal. This final report is to be forwarded to the principal within five (5) days of the scheduled meeting.
- e. The principal will review the recommendation and advise the committee and the individual who submitted the challenge of his/her decision regarding the issue. A sample letter (Attachment D) to be sent to the individual challenging the material is attached.
- f. If there is disagreement with the decision, the individual who submitted the challenge may request an appeal to the District Superintendent. The school principal will provide the parent with the address and telephone number for the DSO.

**CONTROLS:**

- 1. Copy of Request for Reconsideration form provided to DSO.
- 2. Copies of all documents related to the request for reconsideration are maintained on file at the school.
- 3. DSO serves as appeal authority.



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Superintendent